MTI

1978-1980

Montgomery Technical Institute

Troy, N.C. 27371

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GENERAL CATALOGUE

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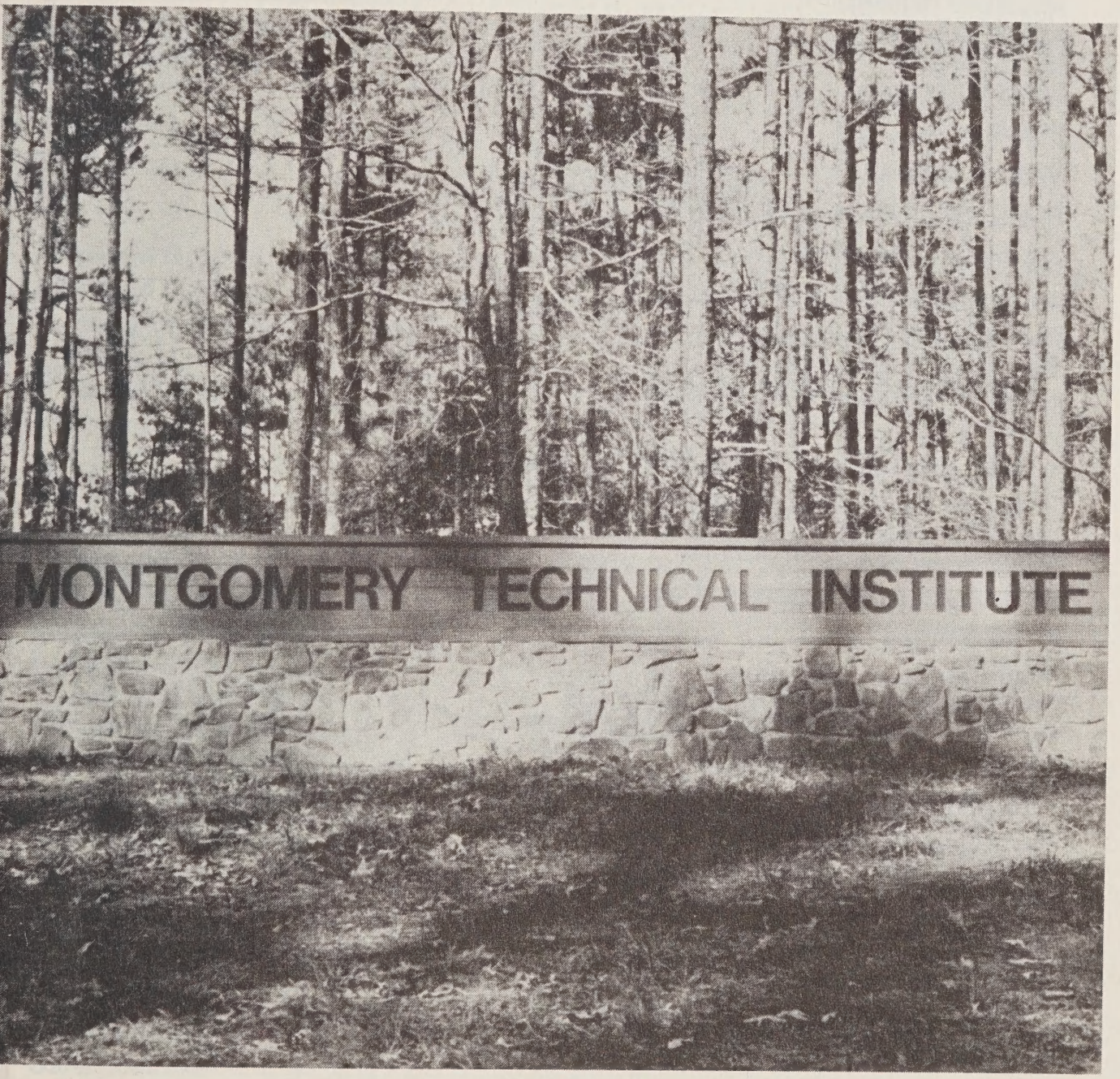

MONTGOMERY TECHNICAL INSTITUTE
PO Drawer 487 - Troy, N.C. 27371
Telephone: (919) 572-3691

"AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION"

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Raeford Cooke	Light Construction
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Kathryn Crouch	Emergency Medical Technician
Roberta Ewing	Individualized Instruction Center
Michael Ferree	Pottery Production
Grady Goforth	Radio & TV Servicing
Milas Haywood	Automotive Mechanics
Emma Hill	Training for the Handicapped
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Mack Hutchinson	Auto Body Repair
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Bleece Jordan	Automotive Mechanics
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Steve Link	Criminal Justice
Beverly Lucas	Early Childhood Specialist
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Judy Miller	Secretarial Science
Dorothy Moore	Adult Basic Education
Deborah Morton	Practical Nurse Education
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Ester Phillips	Human Resources Development
Robert Qualls	Criminal Justice
James Ray	General Education
Zane Simmons	Art
Millie Taylor	Individualized Instruction Center
Jim Thomas	Auto Body Repair

ACADEMIC CALENDAR

FALL QUARTER	1977-78	1978-79	1979-80
Registration	Sept. 6	Sept. 5	Sept. 4
Classes Begin. Late Registration Fee Applies	Sept. 7	Sept. 6	Sept. 5
Last Day To Register, Drop, Or Add Courses, Last Day For Tuition Refund	Sept. 16	Sept. 15	Sept. 14
Mid-Term - Last Day To Withdraw From A Course Without Receiving An "F"	Oct. 14	Oct. 13	Oct. 12
Pre-Registration For Winter Quarter (Returning Students Only)	Nov. 14	Nov. 13	Nov. 12
Last Day Of Fall Quarter Classes	Nov. 22	Nov. 21	Nov. 20

WINTER QUARTER	1977-78	1978-79	1979-80
Registration	Nov. 28	Nov. 27	Nov. 26
Classes Begin. Late Registration Fee Applies	Nov. 29	Nov. 28	Nov. 27
Last Day To Register, Drop Or Add Courses, Last Day For Tuition Refund	Dec. 8	Dec. 7	Dec. 6
Instruction Ends For Christmas Holidays	Dec. 16	Dec. 15	Dec. 18
Instruction Resumes	Jan. 2	Jan. 2	Jan. 2
Mid-Term - Last Day To Withdraw From A Course Without Receiving An "F"	Jan. 19	Jan. 19	Jan. 17
Pre-Registration For Spring Quarter (Returning Students Only)	Feb. 20	Feb. 20	Feb. 18
Last Day Of Winter Quarter Classes	Feb. 27	Feb. 27	Feb. 25

SPRING QUARTER	1977-78	1978-79	1979-80
Registration	March 6	March 5	Feb. 28
Classes Begin. Late Registration Fee Applies	March 7	March 6	March 3
Last Day To Register, Drop, Or Add Courses, Last Day For Tuition Refund	March 16	March 15	March 12
Instruction Ends For Spring Holidays	March 23	April 13	April 4
Instruction Resumes	April 3	April 23	April 14
Mid-Term - Last Day To Withdraw From A Course Without Receiving An "F"	April 21	April 12	April 16
Pre-Registration For Summer Quarter (Returning Students Only)	May 22	May 21	May 19
Last Day Of Spring Quarter Classes	May 30	May 28	May 23

SUMMER QUARTER	1977-78	1978-79	1979-80
Registration	June 1	May 30	May 28
Classes Begin. Late Registration Fee Applies	June 2	May 31	May 29
Last Day To Register, Drop, Or Add Courses, Last Day For Tuition Refund	June 9	June 11	June 6
Instruction Ends For Independence Holidays	June 30	June 29	June 28
Instruction Resumes	July 10	July 9	July 7
Mid-Term - Last Day To Withdraw From A Course Without Receiving An "F"	July 18	July 16	July 16
Pre-Registration For Fall Quarter (Returning Students Only)	August 21	August 13	August 11
Last Day Of Summer Quarter Classes	August 24	August 22	August 20
Graduation	August 25	August 24	August 22

A Message From The President

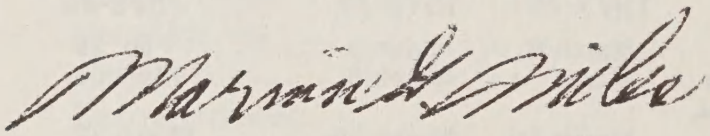
The motto of Montgomery Technical Institute is "Dedicated to the community we serve." Embodied in this motto is our realization of the supreme worth of the individual. Philosophically this means that through the educational process, every individual should be given the opportunity to develop to his maximum potential. Practically for the staff and faculty of MTI, this means providing low cost, quality education under an "open door" policy which denies no one.

Foremost among the educational objectives of Montgomery Technical Institute is the express intent to prepare its students for life-long success. Our approach to this results in a continual upgrading of technical and vocational curricula to realistically prepare the student for successful transition into our present industrial community.

In the selection of our faculty and staff we attempt to combine the best in academic, industrial and professional experience. Our new facilities house equipment designed to prepare the student for an era which is characterized by rapid change and highly advanced technology.

Montgomery Technical Institute is here to serve you, and in that spirit you are cordially invited to come in and plan a technical or vocational education designed to meet your specific needs.

Cordially,



Marvin G. Miles
President

GENERAL INFORMATION

STUDENT SERVICES

FINANCIAL INFORMATION

ACADEMIC INFORMATION

GENERAL INFORMATION

HISTORY

Montgomery Technical Institute was established in 1967. It is one of fifty-seven such institutes operated by the North Carolina State Board of Education under the direction of the Department of Community Colleges in Raleigh, and is administered by a local Board of Trustees. Authority for the establishment and operation of these institutions is found on chapter 115A of the General Statutes of North Carolina and the amendments thereto.

In October, 1975, the citizens of Montgomery County passed a bond issue authorizing the construction of a new campus. The new facility occupied in April, 1977, has approximately 58,000 square feet of space and is located on a beautiful 76 acre tract of land.

PURPOSE

The purpose of Montgomery Technical Institute is to meet the educational needs of the citizens of its community by offering technical, vocational, general education, and adult education which will prepare them for employment, advanced study, personal improvement, or self-satisfaction.

OBJECTIVES

To inspire in the students an active desire for continuing personal growth and development as an essential quality of life.

To provide guidance designed to help the student understand himself or herself and his or her involvement in vocational and avocational experiences.

To provide suitable courses for adults who wish to further their education, enrich their lives, and improve their personal efficiency.

ACCREDITATION

Montgomery Technical Institute is a member of the North Carolina Community College System and operates under the authority of a local Board of Trustees and the State Board of Education as specified in chapter 115A of the General Statutes of North Carolina and Amendment thereto All programs offered by the Institute have been officially approved by the North Carolina State Board of Education, and the North Carolina Department of Vocational Rehabilitation. The Practical Nursing Program is fully approved by the North Carolina Board of Nursing.

Montgomery Technical Institute is approved as a candidate for accred itation by the Southern Association of Colleges and Schools.

STUDENT CONDUCT

Self-discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity that characterize the behavior of mature ladies and gentlemen.

It is expected that students will be governed by such rules and regulations as may be established by the Institute.

The Institute does not permit the use of or possession of alcoholic beverages or narcotics in any form on the campus or at Institute sponsored functions. Violations of rules and regulations may subject the student to disciplinary measures or dismissal.

STUDENT CODE

The following information is taken from the student code text found in the Institute's Policy Manual. A copy in its entirety is on file in the Student Services Office for examination.

VIOLATION OF THE STUDENT CODE INCLUDES

1. Disruption of educational process.
2. Damage or destruction of institutional property.
3. Damage or destruction of private property.
4. Assault on an institutional employee.
5. Physical abuse of a student or other person not employed by the Institute.
6. Possession, handling, or transmitting weapons and dangerous instruments.
7. Possession, use, or under the influence of narcotics and stimulant drugs.
8. Cheating and plagiarism.

Disciplinary action resulting from any violation may be probation, suspension, or expulsion.

PROCEDURAL DUE PROCESS

1. In any case in which a student receives disciplinary action the student has the following rights:

   a. If a student desires to appeal, he/she may within seven (7) calendar days ask the President to investigate the disciplinary action taken against him or her.
      1. The President shall within three (3) school days investigate and file a written report. Copies to be distributed as follows: the student, the Director of Student Services, the individual who initiated the allegation, and the Chairman of the Board of Trustees. This report will include specific recommendations; however, no student will be reinstated to a class without the approval of the instructor.

   b. If a student desires to appeal the results of the Presidential investigation, he/she may ask for an investigation by the Board of Trustees.
      1. The Chairman of the Board of Trustees will appoint a special committee of three trustees to investigate and recommend to the Board

of Trustees. The Board of Trustees will file a written report to the following. President, Director of Student Services, the student, and the initiator of the allegation.

2. The President will administer the recommendations of the Board of Trustees.

c. If a student desires to appeal to a Court of Law, he/she may proceed

NIGHT OFFERINGS

The Institute offers an extensive night program which includes many of the credit courses given in the daytime, as well as non-credit courses primarily for adult general interest or occupational upgrading or retraining.

The availability of credit courses at night allows the student who must work while attending school the opportunity to coordinate his/her school activities with employment. A student may enroll for both day and night classes.

In certain programs, it is possible to complete all work toward a degree or diploma by attending at night. The rate of progress through a program will depend upon the number of courses taken each quarter. A reduced load will require a longer period to complete program requirements. Evening vocational programs are offered on no more than a half-time basis.

INSUFFICIENT ENROLLMENT

Classes or programs may be cancelled due to insufficient enrollment. Refunds will be made in these instances and students will have an opportunity to choose another class or program.

CATALOGUE CHANGES

Montgomery Technical Institute issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Information contained herein is subject to change without notice and may not be regarded in the nature of binding obligations on the Institute or the State of North Carolina. Efforts will be made to keep changes to a minimum, but changes by the State Board of Education, the Department of Community Colleges, or the Institute may make alterations in curriculums, fees, etc., necessary.

NOTICE OF INSTITUTE REGULATIONS

The Institute has a genuine interest and concern for the integrity of all students, therefore, all regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for becoming familiar with these publications and reading official announcements to be informed of current policies.

NON-DISCRIMINATION INFORMATION

Montgomery Technical Institute has filed with the Federal Government

an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder, to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this Institute receiving Federal financial assistance. Under this Assurance, this Institute is committed not to discriminate against any person on the ground of race, creed, color, sex, age, or national origin in its admission policies and practices or any other policies and practices of the Institute relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

STUDENT SERVICES

Student Services includes admission, records, counseling, testing, student, financial aid, recruiting, public relations, student activities, placement, and follow up. These services are provided to better serve the needs of the students.

The objectives of Student Services are:

1. To provide an accurate image of the Institute to prospective students through various recruiting activities and materials.

2. To provide orientation information, registration, and records service.

3. To provide financial aid information to those interested.

4. To provide guidance and counseling to help students make appropriate educational and vocational plans.

5. To provide assistance and guidance in student activities.

6. To provide assistance in job referral services.

In essence, the overall objectives of Student Services is to aid the student in selecting, entering, progressing through, and completing a course of study as his/her goals indicate.

GENERAL ADMISSIONS INFORMATION

A high school diploma or a GED certificate that meets North Carolina standards is desirable for admission to full time educational programs. Exceptions may be made for individuals whose interests and ambitions make successful completion in a given program seem likely.

Montgomery Technical Institute follows the "Open Door" policy established by the State Board of Education to offer occupational and adult education to all persons able to profit from instruction and who are 18 years old or older, or whose high school class has graduated. The "Open Door' policy does not mean there are not restrictions on admission to specific programs. Special admission requirements including educational qualification physical abilities and test scores may be required in certain curricula to help increase the probability of successful completion. Applicants with educational deficiencies will be advised to consider alternate programs or to eliminate deficiencies through additional preparational work.

Personal interviews are recommended for all prospective students applying for full-time programs.

SPECIAL ADMISSIONS REQUIREMENTS

DEGREE PROGRAMS: The prospective student must be a high school

graduate or hold a GED certificate that meets North Carolina standards. Additionally, the prospective student must complete an admission examination which is approved by the Institute.

DIPLOMA PROGRAMS: The prospective student should be a high school graduate or hold a GED certificate that meets North Carolina standards. However, consideration will be given to any prospective student who displays interests and abilities that make successful completion of a diploma program seem likely.

LICENSED PRACTICAL NURSING: The prospective student must be a high school graduate or hold a GED certificate that meets North Carolina standards and must successfully complete an admissions examination which is approved by the Institute. Additionally, a personal interview conducted jointly by the Director of Nursing and Director of Student Services is necessary.

NOTE: Special consideration is given for admissions to an individual desiring to take one or more curriculum courses not for the purpose of seeking a degree or diploma. Contact the Office of Admissions for more information.

CONTINUING EDUCATION PROGRAMS. Admission to these programs is open to anyone who is a high school graduate or 18 years of age or older and not currently enrolled in a public school. Detailed information can be obtained by contacting the Office of Continuing Education.

ADMISSION PROCEDURES

1. Application: Each applicant must submit a completed Montgomery Technical Institute Student Application form to the Institute's Student Services Office. Applications are available from the Institute.

2. Previous Education: Each applicant shall request his or her high school to submit a transcript showing work completed. Those who are high school seniors should have their school submit a transcript showing work through the first semester of the senior year as soon as possible after the semester has ended, and a supplementary transcript showing graduation at the close of school.

   Applicants who have the high school equivalency certificate should submit a copy of the official transcript or certificate. Applicants wishing to transfer credits from another institution of higher education must submit a transcript of their work before any evaluation toward credit can be made. All courses will be evaluated on their own merit and relevance.

3. Testing: Applicants to certain curriculum programs may be required to take an admissions test to aid in determining his or her readiness to enter.

   Advanced placement tests are given for specific courses in certain curricula. These tests are administered by the course instructor at the beginning of the course. Students who drop below full-time status due to advanced placement will be given full credit for tuition the following quarter in the amount applicable. Credits are awarded toward graduation

for exempted courses.

4. Health: A person must be in an acceptable condition of physical and mental health to be admitted. A medical checklist will be required.

STUDENT CLASSIFICATION

CURRICULUM DIVISION PROGRAMS

Full-Time or Regular Student

A student enrolled in a Degree or Diploma program who is registered for 12 or more credit hours. Twelve credit hours is considered minimum for full-time.

Part-Time Student

A student enrolled in a degree or diploma program who is registered for eleven quarter hours or less.

Special Student

A student not seeking a degree or diploma who has registered for courses of special interest at the Institute. Admission requirements differ from those of full-time students.

Provisional Student

A full or part-time student applying too late to complete pre entrance requirements before the registration period. When the student has fulfilled all requirements, the student will be admitted in good standing. The student must fulfill all requirements by the end of the quarter, or he/she will not be allowed to re-enroll.

Audit Student

Any student registered for a course for which he or she does not wish to receive credit. The audit student does not have to take required examinations; otherwise participation and attendance in class is on the same basis as a credit student. The fee for auditing is the same as the fee for credit. Certain curricula, because of special requirements, have no courses open for audit.

Probation Student

A student who fails to meet minimum admission requirements or who fails to meet minimum academic requirements set forth by the Institute. Any student on probation must earn the sufficient grade point average set forth by the Institute the following quarter to avoid academic suspension. The student

is required to consult with a counselor and may be required to take a reduced academic load or be assigned to Guided Studies courses for additional preparation.

Freshman

A student who is enrolled in a one year vocational program or a student in a technical curriculum who has earned fewer than 45 quarter hours of credit.

Sophomore

A student who is enrolled in the second year of a two year vocational program or a student in a technical curriculum who has earned 45 or more quarter hours of credit.

Returning Student

Any student who has completed the first academic year of a two year curriculum program or who has been enrolled in a one year diploma program and has not completed the program and has not completed the prescribed work for graduation. The student will either be classified as a returning freshman or sophomore.

SOCIAL SECURITY NUMBERS

Social Security numbers are used for the purposes of identification only. Should you desire your Social Security number not be used for this purpose, please indicate this to the Director of Student Services. A number will be assigned for you in lieu of the Social Security Number.

COUNSELING

The counseling service at Montgomery Technical Institute begins with the student's pre-entrance interview and examination and continues throughout his/her stay at MTI. Special tests may be used as an indicator of probable success in the student's choosen field of study, and as an aid in the students selection of a curriculum when he/she is undecided.

A major service at MTI involves assisting students in making the often difficult transition from high school or the world of work to the demands of post-secondary education. Counseling interviews may be scheduled at any time. Interviews may concern program selection, interpretation of test scores, academic progress, financial aid, personal and other matters. Counselors are available to all students, both by appointment and they may feel free to drop in throughout the academic day. Night students have access to a counselor four nights a week. Reference materials are available through the counseling services dealing with educational opportunities and occupational information. All students are encouraged to use any phase of the counseling service at any time.

ACADEMIC ADVISORS

Each student will be assigned to an academic advisor after his or her initial registration. The advisor serves as a consultant concerning class performance and problems, and Institute activities. Advisors will normally be from the student's major field. The advisor also helps to identify students who need counseling or specialized counseling services.

FINANCIAL AID

The school accepts responsibility and concern for every student who lacks financial means to obtain a college education. Every effort is made to encourage the student with seriousness of intent to pursue and secure a higher education. Although the student and his/her parents are expected to make a reasonable sacrifice to meet the cost of higher education, financial assistance may be available to a student through Montgomery Technical Institute. Opportunities for financial assistance though not unlimited, are within the reach of almost every student who can show acceptable academic achievement and definite financial need. When it is realized that he or she will be unable to meet the expenses of a higher education without assistance, the student should make every effort to seek the information that is needed to secure assistance early from the financial aid office at MTI.

In order to distribute funds equitably to each student who shows financial need, the school participates in the ACT (American College Testing Program) financial assistance program. The ACT Family Financial Statement assists the school in determining the students need for financial assistance. Students should submit the Family Financial Statement to the school by May 1 of the year that they intend to enroll. Along with this the student must also supply the school with the Basic Educational Opportunity Grant Student Eligibility Report. This report will allow the school to determine the amount of financial assistance that the student will receive from the Federally sponsored aid program. All applicants for assistance must submit these two forms before assistance can be granted (the ACT-FFS and BEOG-SER).

Other forms of aid available that are campus based or organizationally sponsored programs include (1) CETA - Comprehensive Educational Train ing Act, (2) The Migrant and Seasonal Farmworkers Association (3) Programs that are intended to assist veterans and their dependents, (4) Scholarships, (5) College Work Study, (6) Social Security, (7) Vocational Rehabilitation, (8) BEOG, (9) North Carolina Incentive Grant.

For further information about any of the above mentioned programs, please contact the financial aid office at Montgomery Technical Institute.

REGISTRATION

Students who have been admitted will register with the Director of Student Services on the dates set by the institute for this purpose.

PRE-REGISTRATION FOR RETURNING STUDENTS

Pre-Registration is scheduled several weeks prior to the ending of each quarter for the purpose of allowing returning students to register early without having to return on the scheduled registration day. No deferred payments are granted during the pre-registration period. Returning students not pre-registering must register on the regular registration date or be charged a late registration fee.

EDUCATIONAL RECORDS

I. FAMILY RIGHTS AND PRIVACY POLICY AT MTI

(Public Law 93 380)

Because Montgomery Technical Institute is a post-secondary school and its students are eighteen years old or older, this policy will be addressed to students rather than to parents.

Students at Montgomery Technical Institute shall be informed annually of the Institutional policy regarding the rights of students regarding their educational records and the privacy of those records. The annual notice to students include the following:

1. The types of educational records and the information contained therein.
2. The name and position of the official responsible for maintenance of educational records, the persons who have access to the records, and the purpose for which they have access.
3. The policy of the institution for reviewing and expunging records.
4. Procedures for challenging the contents of educational records.
5. The cost for reproducing copies of records.
6. Categories of information designated by the institution as directory information and the condition for release of this information
7. Other rights and requirements.

II Educational Records include records, files, documents, or any other material containing information directly related to a student such as grades, test scores, attendance, etc. Not included are guidance records, medical and psychological reports, the financial records of the parents, confidential letters and statements of recommendations if the student has signed a waiver. A student may obtain a copy of his/her records upon request. A student will be allowed two copies of his/her educational record without charge;. after this, a fee of $1.00 will be charged per copy.

The curriculum student's permanent records are in the form of a transcript with microfilm copy placed in a local bank safety deposit box.

Veteran's paperwork and financial aid records are kept in separate folders.

III A student's record, other than directory information, shall not be made available without the written consent of the student to any party other than:

1. Instructors and other school officials having a legitimate educational interest.
2. Officials of other schools in which the student seeks to enroll
3. Authorized representatives of the Comptroller General of the US, the Secretary, the Commissioner, the Director of the National Institute of Education, the assistant Secretary for Education, or State educational authorities.
4. In connection with the student's application for, receipt of, financial aid.
5. State and local officials or authorities to which such information is specifically required to be reported.
6. Organizations conducting studies for educational agencies. Any personally identifiable information will be destroyed when it is no longer needed for the specific purpose for which it was collected.
7. Accrediting organizations in order to carry out their specific functions.
8. In compliance with judicial order or a lawfully issued subpoena.

The student shall be notified of any such transfer of his/her educational records, and a record of such releases will be in his/her file.

Personally identifiable information shall be released to a third party only on the condition that such a party will not permit any other party to have access to such information without the written consent of the student.

Transcripts from Montgomery Technical Institute will include the following statement.

"In Accordance With The Family Educational Rights And Privacy Act of 1974, This Transcript Is Provided Solely For Your Own Use And May Not Be Released To Any Other Individual, Agency, Or Organization In Any Form Without The Written Consent Of The Student."

IV Montgomery Technical Institute will review records periodically and remove all documents which are as much as five years old with the exception of the application, the high school transcript, the Montgomery Technical Institute transcript, and standard test results.

V Public directory information relating to a student includes the following: name, address, telephone number, birthdate, birthplace, major field of study, dates of attendance and degrees and awards received.

Students shall be advised that directory information may be released. A student may request in writing that the Director of Student Services not release directory information on him/her. Such request will be honored.

VI A student at Montgomery Technical Institute shall have the right to inspect his/her individual educational records upon written request to the Director of Student Services. The request shall be granted within 30 days. The students shall see the records in the presence of the Director.

VII The procedure for challenging the content of the educational record is as follows:

The student shall submit a request for a hearing to the Director of Student Services. The hearing will be an informal discussion with the student. It should be held and a decision rendered within a reasonable period of time.

If the informal hearing does not resolve the issue, a formal hearing may be requested by either party (student or the Institution). A formal hearing shall include:

1. The hearing shall be conducted within a reasonable period of time following the request.
2. The hearing shall be conducted and the decision rendered by the President of the Institute.
3. The student shall be given a full and fair opportunity to present evidence relevant to the issues raised.

   NOTE: This does not include a challenge to an assigned grade.
4. The decision should be rendered in writing within a reasonable period of time after the hearing.

ORIENTATION

An orientation session for all new full-time students is held during the first week of the fall session. Topics are: calendar of events for up-coming academic year, student conduct, attendance policy, academic probation, withdrawal from class or school, grading system, report cards, student insurance, payment procedures, refund policy, placement policy, counseling services, developmental education program, high school and GED completion information (when applicable), SGA, catalogue revisions, faculty and staff introduction, policies and procedures regarding educational records and privacy of those records, and information concerning usage of Library and Individualized Instruction Center, and Procedural Due Process.

STUDENT ACTIVITIES

Extra class activities, such as sports, dances, picnics, socials, and student

publications, are supervised and approved by the SGA, the SGA advisor, and the Director of Student Services. Final approval of SGA activities comes from the Director of Student Services. Appeals concerning the Director's decisions may be made in accordance with provisions set forth in the SGA Constitution.

STUDENT INVOLVEMENT IN POLITICAL ACTIVITIES

MTI endorses the concept of citizenship development. This involves students becoming as knowledgeable as necessary about various political candidates and their platforms. Therefore, the Institute permits group activities in support of a candidate in accordance with the following guidelines:

1. Activity in the halls must in no way interfere with classes or the instructional process.
2. Signs or posters in support of a candidate will be permitted only in the student commons or vocational lounge.
3. Rallies may be held in the late afternoon during normal school operations between the hours of 4:00 p.m. - 6.00 p.m.
4. Space will be provided for group discussions or planning sessions. The time and space shall be agreed upon jointly by the SGA President, SGA Advisor, and Director of Occupational Education.
5. On-campus activities in no way indicate that MTI is supporting any political candidate.

JOB PLACEMENT

Whenever an employer contacts the institute concerning a position available, the Public Information Officer will notify current students and graduates in areas related to the position available. Graduates wishing to be informed about positions as they become available should fill out a locator card with the PIO upon completing graduation requirements. The institute does not guarantee any graduate in a curriculum division placement on a job.

HOUSING

The Institute does not have dormitory facilities. Student Services will aid prospective students in contacting local realtors; however, each prospective student will be responsible for making his or her necessary living arrangements.

HEALTH SERVICES

Each student is required to submit a health checklist which becomes part of his or her permanent record. The Institute does not have a paid medical staff on campus: however, it is in close proximity to a number of medical facilities. Students are referred to the emergency room of Montgomery Memorial Hospital when emergency treatment is needed. In the event that treatment not of an emergency nature is required, Student Services should be contacted to obtain the student's personal physician's name. Caution must be exercised in transporting anyone requiring health services.

Each shop is equipped with a first aid kit. Accident insurance is available for all students.

STUDENT CLUBS

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association of Montgomery Technical Institute is the official governing agency representing the students. SGA objectives are:

A. To promote mutual goodwill and understanding between the student body and the officials of Montgomery Technical Institute.

B. To further support, and protect the interests of Montgomery Technical Institute.

C. To act as representatives of and ambassadors for Montgomery Technical Institute from the student body.

D. To encourage student participation in school functions, both formal and informal.

Election of officers of the SGA takes place not later than twenty (20) academic days of the first full school day of the fall quarter. All officers of the SGA are elected by the student body. All officers hold office from inauguratuion to inauguration.

Procedures and regulations for organizing and securing approval for campus clubs and organizations are outlined in the Student Handbook.

VETERANS AFFAIRS

The Office of Veterans Affairs serves to assist the verteran in the pursuit of his or her educational objective. The following information is provided for veterans desiring information concerning veterans affairs. Further information may be obtained Monday thru Friday from 8:00 a.m. until 4:00 p.m. and on Monday and Wednesday evenings from 7:00 p.m. until 9.00 p.m.

ELIGIBILITY: As a veteran, you are eligible for Veteran's Educational Assistance if you meet the following conditions:

(1) You must have served on active duty for at least 181 days (active duty for National Guard or Reserve Training does not count).

(2) You must have served at least one day after January 31, 1955, and

(3) Your discharge must have been under honorable conditions.

DEPENDENT'S ELIGIBILITY: In addition to veterans, the following categories of dependents also qualify for educational benefits:

(1) Children and wives of service personnel who died of service-connected injuries.

(2) Children and wives of service personnel who are missing-in-action (MIA's), prisoners of war (POW's), or totally or permanently disabled as a result of service-connected injuries.

NOTE: Information concerning benefits under Chs. 31 and 35 are available at your local veterans service office.

ENTITLEMENT: If you are eligible for the GI Bill, you will receive 1-1/2 months of educational benefits for each month of active duty less than 18 months. For example, if you have served for 15 months, you can draw 22-1/2 months of educational benefits. Any veteran who has served at least 18 months can draw the maximum entitlement of 45 months.

DELIMITATING DATES: If you were separated from active duty on or after June 1, 1966, you have ten (10) years from the date of separation to use your educational benefits, unless special circumstances according to law existed to prevent the use of such benefits.

CURRENT VA EDUCATIONAL ALLOWANCES

GI BILL (Chapter 34) & Dependents' Program (Chapter 35*) — Vocational Rehabilitation (Chapter 31)

Rates For:	No Depend.	One Depend.	Two Depend.	Each Add. Depend.	No Depend.	One Depend.	Two Depend.	Each Add. Depend.
Full-Time	311	370	422	26	241	298	351	26
3/4 Time	233	277	317	19	181	224	263	19
1/2 Time	156	185	211	13	120	149	176	13

*Students attending under Chapter 35 (Dependents Educational Assistance Program) receive the rates listed above under "No Dependents" according to the rate of pursuit.

RATE OF PURSUIT

VA payments are based on an individual's credit hours per quarter for degree programs as follows:

Full Time – 12 credit hours
3/4 Time – 9-11 credit hours
1/2 Time – 6 - 8 credit hours

For vocational programs, VA payments are based on an individual's credit hours plus contact hours as follows:

Full Time – 12 credit hours plus 22 contact hours
3/4 Time – 9 credit hours plus 16-21 contact hours
1/2 Time – 6 credit hours plus 11-15 contact hours

For HIGH SCHOOL COMPLETION PROGRAMS and PREPARATION PROGRAMS, VA Payments are based on contact hours per week as follows:

Full Time – 22 contact hours
3/4 Time – 16-21 contact hours
1/2 Time – 11-15 contact hours

PROCEDURE FOR VA CERTIFICATIONS.

(1) Veteran should complete institutional application for program desiring admission into;

(2) Veteran should take DD-214, marriage license, (if applicable) and birth certificates of children (if applicable) to his/her local or county Service Office and obtain VA Form 22-1999 (VA Enrollment Certification);

(3) Veteran should also complete VA Form 22-1995, (Request for Change of Program or Place of Training) if he/she has previously used any VA Educational Entitlement. These forms are available at the local Veterans Service Office or at the Veterans Affairs Office at Montgomery Technical Institute;

(4) Veteran should submit to Montgomery Technical Institute the VA Form 22-1999 and VA Form 22-1995 (if applicable) to the Veterans Affairs Office at MTI.

PROCEDURE FOR VETERANS CURRENTLY OR PREVIOUSLY ENROLLED AT MTI

(1) Complete new application for admission for the desired curriculum with the Admissions Office at MTI;

(2) Complete VA Form 22-1995 (Request for Change of Program or Place of Training), only and submit it to the Veterans Affairs Office at MTI. This form is available upon request from MTI or from the Local Veterans Service Office.

(3) It is not necessary that veterans who have been previously enrolled for VA benefits at MTI to go to the local Veterans Service Office.

ADDITIONAL GUIDELINES

1. For pay purposes, veterans are allowed only a one quarter probation period. If the veteran does not achieve the necessary GPA, proper paperwork will be submitted to the Veteran's Administration indicating unsatisfactory progress for termination of benefits.
2. Veterans who are terminated to the Veterans Administration for pay purposes for unsatisfactory progress and/or conduct must go through counseling before they can be reinstated for pay purposes.
3. Veterans who are terminated to the Veterans Administration due to absences during any part of the term may not be reinstated for pay purposes until the beginning of the next term unless there are extenuating circumstances causing the absences that are beyond the control of the veteran. Veterans whose pay is terminated to the Veterans Administration because of unsatisfactory attendance, need not go through counseling in order to be reinstated at the beginning of the next term.
4. For pay purposes only, by law, no veteran may receive educational assistance allowance for any course being repeated that is necessary for graduation due to failing or low marks unless all marks previously earned are used to compute the overall grade point average.

FINANCIAL INFORMATION

DEGREE AND GUIDED STUDIES PROGRAMS

TUITION

TOTAL CREDIT HOURS	IN-STATE COST	OUT-OF-STATE COST
1	3.25	16.50
2	6.50	33.00
3	9.75	49.50
4	13.00	66.00
5	16.25	82.50
6	19.50	99.00
7	22.75	115.50
8	26.00	132.00
9	29.25	148.50
10	32.50	165.00
11	35.75	181.50
12 (or More)	39.00	198.00

Senior Citizens, students over the age of 65 years, are exempted from tuition in accordance with chapter 606 of the 1975 Sessions Laws.

Residence Status For Tuition Payment

General Statute 116-143.1 (b) passed by the 1973 General Assembly of North Carolina reads:

> "To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual."

Regulations concerning the classification of students by residence for purpose of applicable tuition differentials, are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of that manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available on request at Student Services.

REFUNDS

Tuition refund for students shall not be made unless the student is, in the judgement of the institution, compelled to withdraw for unavoidable reasons. In such cases, two thirds (2/3) of the student's tuition maybe refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, in which case all the students' tuitions shall be refunded.

Activity fees, student insurance, late registration fee and any other fee that is not designated as tuition fee are not refunded.

The Director of Student Services must approve all refunds.

LATE REGISTRATION FEE

A late registration fee of $3.00 is charged to all students who complete registration after the date of registration as listed in the Institute's Academic Calendar of Events. Registration is not complete until all fees are paid or deferred by the Business Manager and the student's registration form is validated by the Business Office. The late registration fee does not apply to applicants applying for admission after the registration period during the first ten calendar days of the quarter.

STUDENT ACTIVITY FEE

All students registering for six (6) or more curriculum quarter credit hours are required by the Institute to pay a $3.00 activity fee per quarter. This fee is used to support the Student Activities Program and will be administered by the Student Government Association in accordance with procedures and regulations set forth by the Institute. Any student may pay this activity fee and participate in all SGA activities as an associate member.

POTTERY FEE

A special fee for pottery students is charged as follows per quarter:

$20.00 for Students taking 12 or more credit hours.
$10.00 for Students taking 6 to 11 credit hours.
$ 3.00 for Students taking 1 to 5 credit hours.

INSURANCE

All students are expected to purchase accident insurance; this insurance presently costs $3.50 per academic year.

GRADUATION FEE

A graduation fee of $10.00 is assessed upon registration for the student's last quarter of work. Graduation exercises are held annually at the end of the summer quarter. Graduating students are expected to attend and may only be excused by his or her advisor. A list of those not going through the exercises

must be presented to the Director of Student Services. Graduates not participating in the exercises must make arrangements to pick up their diploma after the commencement date. No diploma will be mailed unless self-addressed prepaid postage manilla envelopes are provided to the Assistant Registrar or the required postage is paid to the Institute in advance.

TRANSCRIPT FEE

The Institute will provide for each student, upon written request from the student, two transcripts without charge. Additional transcripts beyond two will be provided only after a transcript fee of $1.00 is paid to the Institute.

BOOKSTORE

The bookstore is operated for the convenience of students and employees. Textbooks and supplies are sold through the bookstore. It is under the direction of the Business Manager.

TEXTBOOKS

Textbooks vary in price from $10.00 per quarter to $70.00 per quarter depending on the course of study.

SPECIAL PROGRAM EXPENSES

The following supplies are mandatory for all nursing assistant students:

Shoes	$25.00 (approximately)
Uniform	$20.00 (approximately)
Watch with second hand	$15.00 (approximately)
Name Tag	$ 3.00 (approximately)
Scissors	$ 4.00 (approximately)

The following supplies are mandatory for all Licensed Practical Nurse Students.

Shoes	$25.00 (approximately)
Uniform	$20.00 (approximately)
Watch with second hand	$15.00 (approximately)

The following supplies are mandatory for all Taxidermy Students:

1. Hook & Chair – No. 194 (1)
2. Brain & Eye Hook – No. 171 (1)
3. Pinning Needles – No. 188 (6)
4. Cartilage Knife) No. 172 (1)
5. Scalphel – No. 193 (1)
6. Scissors – No. 197 (1)
7. Spoon Tool – No. 200 (1)
8. Assortment of Needles – No. 238 (1)
9. Bone Cutting Pliers – No. 170 (1)
10. Awl – No. 203 (1)

11. Corborundum Stone – (1)
12. 202 Fish Knife – No. 202 (1)
13. Heavy Gauge Needle – No. 202 (1)
14. Twenty-Two Air Brush Lessons For Beginners
15. Hand Pins 1-1/2 – No. 237 (1 box)
16. Hand Pins 2 – No. 237 (1 box)

The approximate cost for items 1 - 16 above is $50.00.

The following items are optional for Vocational students to purchase:

Air Conditioning & Refrigeration Supplies & tools	$150
Automotive Body Repair Supplies & tools	150
Automotive Mechanics Supplies & tools	150
Electrical Installation & Maintenance Supplies & tools.	90
Carpentry Supplies & tools	150
Radio & TV Servicing Supplies & tools	150
Small Engines & Equipment Repair Supplies & tools	150
Welding Supplies & tools	150

CONTINUING EDUCATION FEES

A small fee is charged for Continuing Education classes. Such fees, when charged, are due and payable at the third class session. Books and supplies are available through the Institute bookstore. When classes meet at community centers, the Institute's bookstore makes it possible for books to be purchased at the community center.

ACADEMIC INFORMATION

SCHEDULE CHANGES (DROP/ADD)

A student may change his or her schedule by dropping and/or adding courses during the published drop/add dates and times. The proper procedure for this is as follows:

1. Consult with advisor and obtain necessary Registration Change Notice form.
2. Complete form and obtain signatures of instructors of courses being dropped and/or added.
3. Go to Student Services Office to adjust fees and credit hours appropriately. Obtain signature of Director of Student Services or Assistant Registrar.
4. Have form validated by Business Office.

Withdrawal From A Course(s) After Drop/Add Period

A student who desires to withdraw from a course(s), but not from the institution entirely, must initiate action through his or her faculty advisor by completing the following steps:

1. Consult with advisor and obtain necessary Registration Change Notice form.
2. Obtain signature of instructor(s) for course(s) involved.
3. Go to Student Services Office to adjust credit hours appropriately. Obtain proper signature.
4. Submit completed form to Business Office for validation.

A student who withdraws from a course(s), or from the institution after the 29th day of the quarter, may be given a grade of "F" on that course(s) and quality points will be computed unless due to circumstances beyond student's control. When circumstances exist, they must be explained in writing to the Director of Student Services.

Note: In the event an advisor has not yet been appointed, consult the Student Services Office.

OFFICIAL WITHDRAWAL FROM THE INSTITUTION

A student desiring to officially withdraw from school should contact his faculty advisor to obtain the Registration Change Notice form. This form should be completed and all the required signatures obtained as indicated on the form. When the signatures are obtained, the student should take the Registration Change Notice to Student Services. Failure to officially withdraw at any time within the quarter may result in an "F" for the student on all courses for which he is enrolled and his transcript may not be released. A student who officially withdraws from school during the quarter may be given a grade of

"W" on all courses for which he or she is registered. Quality points will not be computed nor credit given.

The instructor will notify Student Services when a student has missed class excessively according to the class absence policy unless the student has officially withdrawn.

CHANGE OF MAJOR

A student desiring to change his or her major should contact a counselor. The counselor will review the student's record and counsel with the student concerning the change of major.

RE-ADMISSION

When a student withdraws in good standing, he or she may re-enter at the beginning of a quarter which offers courses for which he or she is eligible. If a student is dismissed, not in good standing, application for re-admission must be made to the Director of Student Services. The decision for re-admission will be made by the Student Services Director and Counselor.

GRADING SYSTEM

A letter grade is used to indicate the quality of a student's work in a course. Grade points are assigned for each letter so that a grade-point average can be calculated. The grading system is as follows:

GRADE	EXPLANATION	QUALITY POINTS PER CREDIT
A (93-100)	Excellent	4
B (86-92)	Above Average	3
C (78-85)	Average	2
D (70-77)	Passing	1
F (Below 70)	Failure	0
I	Incomplete	No Credit
W	Official Withdrawal	No Credit
Y	Audit of a Course	
CE	Credit by Proficiency Exam	
S	Satisfactory Progress	
U	Unsatisfactory Progress	

S and U Marks will be recorded for Guided Studies and Remedial Studies Courses and may, at the discretion of the instructor, be used to show Practicum Work completion.

Marks of W,Y, and CE are not considered as credit hours attempted, nor are quality points awarded. The mark of CE will result in the recording of proper credit hours earned according to its assigned value for the purpose of crediting proper credit hours necessary for graduation requirements.

Incomplete will be given when circumstances justify additional time to complete the course. Any incomplete not removed by the end of the succeeding quarter will be changed to an F, unless additional time is granted by the instructor. Incompletes will not be considered for credit hours attempted until the grade is changed by the instructor or is reverted to an F due to lack of proper action by the student.

GRADE POINT AVERAGE

Grade Point Average is computed by dividing the total quality points earned by the total credit hours attempted. Minimum cumulative grade point average for degree and diploma programs are as follows:

DEGREE PROGRAMS

Attempted Credit Hours	Required Minimum cumulative GPA to be re-admitted	GPA below which student is on probation
1-20	none	1.00
21-40	.25	1.25
41-62	1.00	1.50
63-79	1.50	1.75
80-99	1.75	1.95
100 or over	1.90	2.00

DIPLOMA PROGRAMS

Attempted Credit	Required Minimum cumulative GPA to be re-admitted	GPA below which student is on probation
1-12	none	1.00
13-24	.50	1.25
25-36	1.00	1.50
36-48	1.50	1.75
48 or over	1.90	2.00

SATISFACTORY ACADEMIC PROGRESS

Each student at MTI is expected to maintain satisfactory academic progress toward a degree or diploma. At the end of each quarter, a student's grade point average for that quarter and his or her cumulative grade point average are examined.

ACADEMIC PROBATION

Any student failing to meet the minimum grade point average for his or

her course of study will be placed on academic probation. While on probation, the student must continue to earn the required minimum cumulative grade point average required to be re-admitted. The student will be removed from academic probation when he or she raises his or her grade point average above the academic probation level as indicated by the number of credit hours completed.

Students on academic probation may be required to consult with a counselor or may be required to take a reduced academic load.

ACADEMIC SUSPENSION

Failure to earn the required minimum cumulative grade point average required to be re-admitted for the next quarter will result in academic suspension. Academic suspension will be for a period of at least one quarter. The student may be required to take the Guided Studies Preparation Program before being re-admitted.

REINSTATEMENT FROM ACADEMIC SUSPENSION

The student must place in writing a request for reinstatement after having been on suspension for a minimum of one quarter. For the quarter following reinstatement, the student must take the equivalency of a full quarter's work and must earn a minimum of 2.00 grade point average on that quarter's work. Failure to earn this will result in suspension for a period of one year.

Financial Aid and Veteran recipients have only one quarter to raise their cumulative grade point average above the academic probation level. Failure to do this will result in termination of VA benefits or financial aid.

SPECIAL NOTE ON ACADEMIC SUSPENSION

At the discretion of a counselor and with concurrence of the student's advisor, a student not meeting the minimum cumulative grade point average required for re-enrollment may be given the opportunity to continue his or her studies provided the counselor and advisor determine this student is making progress and needs additional time for proper adjustment to the academic environment. (If a veteran or a financial aid recipient, benefits are terminated.)

In the Licensed Practical Nursing Program, every major specialty course must be passed each quarter before enrolling for the following quarter.

ACADEMIC HONORS LIST

Montgomery Technical Institute recognizes outstanding achievement by a student through the Academic Honors List. The Academic Honors List is composed of students who are enrolled for at least 12 quarter hours and earn a grade point average of at least 3.00 for the quarter, with no incomplete grades and with no grade lower than a "C".

COURSE REPEATS

Students wishing to retake a course(s) to raise his/her grade may do so.

The higher of the two marks will be used to compute the Grade Point Average.

Additionally, the Institute recognizes that certain factors (age, maturity, advanced preparation, etc.) play important roles in a student's academic progress. Therefore, after a three (3) year period of time, below average performance on prior work attempted will no longer be used to compute the student's GPA.

TRANSFER OF CREDITS

From Other Post-Secondary Institutions

Applicants wishing to transfer credits from another institution of higher education must request an official transcript(s) showing credit earned before any evaluation toward credit can be made. All passing marks will be acceptable for transfer. All courses will be evaluated on their own merit and relevance. Transfer credits will be shown on the student's educational record in a special section clearly identifiable. This section will include the institution awarding the credit, the course number, the mark earned, and credit hours passed.

Example:	Transfer Credits From Name University	B	5
	MAT 101 Introduction to Mathematics		

From Within The Institute

A student changing curricula within the institute is required to submit a new application for admission stating the new curriculum being applied for prior to registration. Courses for which previous training might qualify for credit in the student's new curriculum will be considered for transfer either according to the Proficiency Examination for Credit Policy or courses bearing the same name and course number will transfer value for value. Courses bearing the same name and course number transferred value for value will be used in computing the student's overall grade point average.

FOR CONTINUING EDUCATION UNITS (CEUs)

Students desiring to transfer credits into a curriculum from a course completed while enrolled in a Continuing Education Program (course not leading to a degree or diploma) may do so according to the following guidelines:

A. The course or units shall be judged by the Student Services Staff as being relative to the curriculum being applied to for credit.

B. Credit hours will be awarded at a value of one-tenth (1/10) of the course or units total contact hours successfully completed.

C. All passing grades will be considered for credit. No CEUs will be used in computing the grade point average.

D. No more than 33-1/3% of the curriculum's total credit hours required for graduation can be continuing education units.

E. Proficiency examinations may be required before CEU credits may be awarded.

FOR MATH, ACCOUNTING, SHORTHAND CREDITS

Anyone wishing to transfer these credits into a curriculum program may be required to take a proficiency test to determine acceptability of previous credits.

PROFICIENCY EXAMINATION FOR CREDIT

A student who can demonstrate abilities in a subject area may request a proficiency examination in that subject in order to accelerate his or her studies. Students who have completed courses in a vocational area may request examination in technical area courses for which their previous training might qualify them. To obtain special examinations the student should follow the procedure listed below:

1. Present in writing to the Director of Student Services a request to challenge for credit a particular course(s). If approved, the Director of Student Services will recommend the proper faculty member for the student to see. The faculty member will determine the proficiency of the student and will administer the proficiency examination.
2. The proficiency examination results, should credit be awarded, shall be reported on a Grade Sheet by the faculty member to the Assistant Registrar.
3. Only the course, course number, and number of hours credit will be entered on the student's record. The grade will show on the transcript as "CE".
4. The Director of Occupational Education has the final say as to what courses may use the proficiency exam for credit.

COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 32 quarter hours of college work based on appropriate scores of the CLEP General Examination where appropriate to the student's program of study. CLEP subject examinations are evaluated individually if applicable to the program of study.

CREDIT HOURS, CONTACT HOURS, AND COURSE LOAD

Each course listed is followed by a notation on the number of quarter hours credit it carries. Normally, the number of quarter hours earned is based on the number of class, laboratory,or shop hours spent under the supervision of the course instructor per week for the quarter.

One (1) quarter hour credit is given for each hour of class per week, for each two hours of laboratory work per week, or for each three hours of manipulative laboratory or shop per week.

Contact hours are the number of actual clock hours a student is in attendence during one week.

Students enrolled for 12 or more credit hours are classified as full-time students. Students enrolled in less than 12 credit hours are classified as part-time students. The maximum credit hour load that can be taken without

receiving special permission from the student's advisor and Director of Occupational Education is 22 hours.

ATTENDANCE

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives.

All absences will be evaluated by the instructor of the class which the student has missed. Individual instructors will determine whether absences are excused or unexcused.

Students who anticipate an absence should contact their instructor before the class meets. Should his/her prior notice to the instructor be impossible, the student should expect to explain his/her absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for a course, a student should attend 80 percent of class and 80 percent of lab hours.

Due to the nature of certain courses, special attendance requirements are necessary. Whenever attendance requirements vary from the stated policy in the catalogue, the instructor must notify his/her students, the Director of Occupational Education, and Director of Student Services in writing.

RESIDENCY REQUIREMENTS

A student must successfully complete a minimum of 12 credit hours (the equivanency of one full-time quarter's work) at Montgomery Technical Institute before a degree, diploma, or certificate can be awarded.

REQUIREMENTS FOR GRADUATION

A student must:

1. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate;
2. Have sufficient quality points for an overall 2.0 average (C);
3. Remove all financial obligations to MTI;
4. Meet the Residency Requirements set forth by the Institute.

CONTINUING EDUCATION

PURPOSE
PROGRAM AREAS
GENERAL INFORMATION
- Admission
- Fees
- Certificates
- Class Locations
- Class Information
- Enrollment
- Community Services

PROGRAMS
- Hospitality Education
- Law Enforcement Training
- Distributive Occupational Education
- General Occupational Education
- General Adult Education
- New And Expanding Industry Training
- Management Development Training
- Fire Service Training
- Adult Basic Education Program
- Handicapped And Disadvantaged Program
- Human Resources Development Program
- School Of Information

CONTINUING EDUCATION

Purpose

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order that they might keep abreast of these developments both in the societal and physical changes that have taken place. It is the Institute's aim to afford every individual in Montgomery County the opportunity to develop to his fullest potential in whatever areas of vocational and cultural endeavor that he or she desires.

PROGRAM AREAS

"Your Imagination Is The Only Limit"

GENERAL INTEREST	OCCUPATIONAL UPGRADING	SPECIAL OCCUPATIONAL
Adult Basic Education	In-plant or In-class	Management
Adult High School	Such as:	Development
Art	Blueprint Reading	Hospitality Education
Sewing	Textile Dyeing	Firemanship Education-
Interior Decorating	Basic Electricity	Law Enforcement
Bricklaying	Knitter-Fixer Training	New & Expanding
Speed Reading	Power Sewing Operator	Industries
Decoupage	Sewing Machine Operator	
ABC Shorthand		

Other courses are added in direct response to the interests and needs of those we serve.

GENERAL INFORMATION

Admission

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll.

Fees

A small fee is charged for adult education classes. Such fees, when charged, are due and payable at the third class session. Books and supplies are available through the Institute bookstore. When classes meet at community centers, the Institute's bookstore makes it possible for books to be purchased at the community center.

Certificates and Diplomas

Certificates are awarded students meeting requirements for any of the classes and programs for adults. Adult Education High School Diplomas are awarded to adults satisfactorily completing requirements in the High School Program. These diplomas are presented by the local school board of the county or city in which the student resides.

Class Locations

A number of adult classes are held on the Institute campus. Classes are also conducted in any community of the Montgomery Technical Institute service area whenever a sufficient number of students have indicated an interest.

Class Formation

Generally, classes in Continuing Education are established on a demand basis. Different program areas have different requirements for number of students; cost, and places to meet. Course offerings will reflect the needs and interests of the citizens. This means that Montgomery Technical Institute counts on its public to request courses. At times, courses will be announced which need additional students. If you desire a course which has not been announced, contact the Continuing Education Department of Montgomery Technical Institute. Your cooperation in recruiting a group of your friends and neighbors for a course is appreciated.

Enrollment

For an adult to enroll in a class, he can follow either of two procedures: (1) Simply show up for an announced class and take a chance on the class being filled, or (2) pre-register by telephone with the secretary to the Director of Continuing Education and assure himself/herself of a place in the class.

Community Services

Montgomery Technical Institute facilities are available for the use of community-based groups. These groups are scheduled at a time which does not conflict with class schedules.

HOSPITALITY EDUCATION

The hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Training is provided for personnel in the motel, restaurant, service station, hospital, retail businesses and recreation services, including such subject areas as:

Sales Promotion
Food and Beverage Management and Service
Maintenance and Engineering
Front Office Procedure
Service Station Attendant Training

LAW ENFORCEMENT TRAINING

Leaders in law enforcement have felt the need for more nearly uniform training for many years. This program is designed to meet that need in such a way that departments of all sizes can participate. MTI is certified by the N.C. Criminal Justice Training and Standards Council.

DISTRIBUTIVE OCCUPATIONAL EDUCATION

A continuing need for better-trained retail and wholesale personnel is

another area in which the Division offers opportunity for training. Some of the subject areas are:

Business Management
Marketing Research
Shop-lifting Prevention
Customer Relations

GENERAL OCCUPATIONAL EDUCATION

In addition to the specialized offerings, M.T.I. can offer a wide variety of occupational preparation and upgrading courses. The limit is simply what people need and want to learn. Of particular significance for Montgomery County are:

Basic Chemistry for Textiles
Electrical Code
Textiles, General
The Framing Square

This list, however, is only suggestive. Any person desiring some course should call M.T.I. and express the desire. Any industry desiring an up-grading or pre-training course should contact the Director of Continuing Education at M.T.I. Courses will usually be tailor-made to the situation. Instructors will be agreed upon by all parties concerned.

GENERAL ADULT EDUCATION

Most adults have areas of specialized interest to them which they would like to pursue. Whatever the limits of human interests are is the limit of General Adult Education. Courses in Flower Arranging, Interior Decorating, Bricklaying, and Kentucky Rifle Making are some of the most popular. Any adult with an interest who wishes to pursue that interest in an organized manner is encouraged to call MTI and ask for a course.

Other possibilities are:

Adult Driver Education
Art
Ceramics
Speed-Reading
Speed-Writing

But, these are only a few.

NEW AND EXPANDING INDUSTRY TRAINING

Operated in conjunction with the Department of Conservation and Development, this program is intended to encourage new industries to locate and older industries to expand in a particular area. Services offered are:

1. Consultation in determining job descriptions; defining areas of training, and in prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited

from the company and from outside sources.

3. Payment of instructor's wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with Montgomery Technical Institute or leased space in the community.
5. Assumption for one-half the cost of equipment in the temporary training facility.
6. Payment for one-half the cost of non-salvageable materials expended in the training program.

MANAGEMENT DEVELOPMENT TRAINING

This program is designed to provide instruction for supervisors at various levels of management. Subjects include such areas as human relations, communications, job methods, job analysis, time and motion studies, etc.

FIRE SERVICE TRAINING

The growing Piedmont area of North Carolina requires expansion of fire-fighting units and continuous upgrading of fire-fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire-fighting are provided. The Fire Service Training Program provides training sessions in local fire departments. This allows the men to be trained as an organized group utilizing equipment that they would ordinarily use in controlling fires.

Fire Service classes include the following areas of study and others:

Forcible Entry
Ladder Practices
Salvage and Overhaul Practices
Fire Apparatus Practices
Rescue Practices
Protective Breathing Equipment

ADULT BASIC EDUCATION

The primary purpose of the Adult Basic Education (ABE) program at Montgomery Technical Institute is to provide literacy, consumer, and social educational opportunities for all adults eighteen (18) years of age or older to develop these abilities to the level they desire.

The ABE emphasis at MTI is on consumerism. The philosophy of the ABE curriculum is that "the 3 R's" can best be taught in terms and methods used by the students. Also included in the major program areas will be social studies and science programs, crafts, and implementation of standard materials to improve the reading, writing, and mathematical capabilities of the ABE students.

Adult Basic Education classes are offered in the five major communities in Montgomery County. ABE classes run from the first of September to the end of May. These courses are taught by qualified instructors from the local community and held two nights a week for a total of six hours per week. Any adult can enter the program at any time during the year. There is no cost for

the ABE program.

Montgomery Technical Institute will assist any interested organization or group of individuals in setting up any new ABE classes. Wherever there is sufficient interest, MTI will establish an ABE class.

An adult may obtain additional information or enroll by one of the following methods: (1) come by MTI, (2) telephone the Continuing Education Director, or (3) show up for the announced class.

DISADVANTAGED AND HANDICAPPED PROGRAM

Montgomery Technical Institute actively promotes the participation of disadvantaged and handicapped persons in its regular programs. In addition, special counseling is available to these individuals. This counseling is directed toward bringing into focus the numerous agencies that are active in filling the needs of the disadvantaged and handicapped. It is our purpose to emphasize the skills and abilities of the individuals with whom we associate.

HUMAN RESOURCES DEVELOPMENT PROGRAM

Human Resources Development; called HRD, at MTI is designed to aid people who have problems getting or keeping a job and who have educational deficiencies. Orientation to the world of work and motivation to realize individual potential is stressed throughout the program.

MTI offers eight-week HRD classes featuring training in self-motivation and skills needed to apply for a job, as well as providing students an opportunity to work toward their GED or Adult High School Diploma.

The objectives of this course is to place students on the job. Through the HRD staff and the job counselors, personal counseling is provided during the eight weeks of training and the first year of job placement.

THE SCHOOL OF INFORMATION

Classes are designed primarily for adults who are unemployed, employed only part-time, retired, disabled, or school drop-outs. The class is so named because a wide variety of information is brought to these individuals from many sources to make life a little more pleasant for them. For example, the Extension office, the Health department, the department of Social Services, the Social Security office, Community Action, and many other agencies work very closely with the classes.

The classes meet once a week from 9 a.m. until 12 noon in different communities, and they engage in many activities. Films and slides are shown to them; they are taught many crafts; consumer education is a very vital part of the classes; sewing, crocheting, and knitting are thoroughly enjoyed; homemaking techniques and proper diets are also taught; proper gardening techniques and other phases of horticulture are very helpful aspects; and the classes are taken on tours to places of interest in the area and out of the county.

LEARNING RESOURCES CENTER

THE INDIVIDUALIZED INSTRUCTION CENTER

LIBRARY

ADULT HIGH SCHOOL

GUIDED STUDIES PROGRAM

PREPARATORY COURSES

LEARNING RESOURCES CENTER

INTRODUCTION

The Learning Resources Center at Montgomery Technical Institute includes the Library, Individualized Instruction Center, and services to complement the goals and objectives of Montgomery Technical Institute.

INDIVIDUALIZED INSTRUCTION CENTER

A special feature of the LRC is the Individualized Instruction Center. This center has the capacity of providing a variety of educational experiences for community citizens. Among these are the High School Completion program, the Guided Studies Preparation Program, courses of general interest, and courses related to the curriculum offerings.

The center provides these courses by using the individualized and programmed approach to learning as well as a careful examination of the student's needs. An analysis of these needs is made and personalized learning activities are planned that will assist the student in achieving stated goals.

LIBRARY

The Library provides instructional support for the faculty and aids the student in learning as well as serving the administration and community. The function of the library is to support and enrich classroom instruction through a collection of carefully selected materials related to the curricula and to supply materials for personal enrichment. These functions are achieved through book, and non-book media, and self-study materials.

The Library, a multi-media center, has a carefully selected and growing collection consisting of more than 8,000 volumes, subscriptions to 150 current periodicals, and a variety of audiovisual materials. Audiovisual software, such as films, filmstrips, cassettes, slides, transparencies, tapes, microforms, and other types are added when appropriate to provide a wide range of information in various forms for library patrons. The collection is increasing rapidly toward a 12,000 volume collection. Books and materials may be circulated for a two-week period.

Through contract with the North Carolina State Library, the library participates in an inter-library loan program and a 16mm film program. All circulating materials belonging to the State Library collection or to any four-year institution in the State are available through inter-library loan to all patrons of the library. The State Library's 16mm film collection is also available to patrons of the library.

The LRC is housed in an attractive, well-equipped facility, fully air-conditioned and carpeted. Individual study carrels, tables, and lounge furniture provide a pleasant atmosphere for study, research, browsing, self-improvement, and enjoyment. Professional staff are on duty to assist with reference, research, tutorial assistance and reading guidance. The staff provides assistance and orientation in the use of the center. The LRC is open Monday through Thursday from 8:00 a.m. to 10:00 p.m. and on Friday from 8:00 a.m. to 4:00 p.m., except for scheduled MTI quarter breaks and holidays. All persons in the school, business, industry, and the community may use these resources.

ADULT HIGH SCHOOL

MTI provides adults with two methods for completing their high school education. The Adult High School Diploma Program is designed, in cooperation with the local school board, to provide the student with an adult high school diploma upon completion of the required units of study. These units are achieved through the use of programmed materials and individualized instruction by staff members and tutors. The General Educational Development (GED) allows the student to receive a high school equivalency certificate issued by the North Carolina Board of Education upon satisfactory completion of a battery of five standardized achievement tests. Staff members, tutors, individualized instructional materials, and a pre-testing program are used to aid in preparing the student for these tests.

A student may be accepted into either high school completion program if he/she meets the following qualifications:

a. He/she is at least eighteen years of age, and has been out of school at least six months or has obtained written approval from the Superintendent of Schools, or

b. He/she is between the ages of sixteen and eighteen and has obtained written approval from the Superintendent of Schools and meets requirements for special students under 18 to attend MTI.

Under no circumstance will a student be awarded a diploma prior to the time that his/her class graduates from the public schools.

These programs for completing high school are offered through the Learning Resources Center or upon sufficient demand in a classroom setting.

GUIDED STUDIES PROGRAM
PREPARATORY COURSES

General, Technical, and Vocational refresher courses have been designed to help individuals inadequately prepared to develop their abilities to perform successfully in their chosen curriculum. This approach has been successful for upgrading students whose achievement level indicated additional instruction was necessary for successful learning at the post-secondary education level.

Courses listed in this Preparatory Curriculum are not substitutes for regular curriculum courses but have been developed specifically for the purpose of preparing students to enter the regular curriculum courses.

The Guided Studies program operates in conjunction with the office of Student Services. Students needing remedial instruction are identified through high school transcripts, placement test scores, and observation in admission interviews.

The common need of all under-prepared students involves strenghtening basic skills in Reading, English Grammar, English Composition, and Mathematics. Students are assigned to courses depending on the extent of their deficiencies. Several options in removing deficiencies and acquiring basic skills are available

to the student in the Guided Studies Curriculum:

(1) The student may receive supplemental instruction while continuing to take a credit course.

(2) The student may drop a credit course, enroll in a Guided Studies Course, and upon acquiring the necessary skills, may re-enroll in the credit course.

(3) The student may take required high school credits not previously completed necessary for enrollment in certain curriculum programs.

Any combination of these options that are most beneficial to the student in acquiring the necessary skills is available to the student, upon the request of the student and recommendation of his/her advisor, instructor, or counselor.

GUIDED STUDIES COURSES		Hours Per Week	Qt. Hrs. Credit
GUI 0010	Spelling and Vocabulary Improvement		0 (5)*
GUI 0012	Reading Improvement	5	0 (5)*
GUI 0014	Grammar and Composition	5	0 (5)*
GUI 0020	Basic Mathematics	5	0 (5)*
GUI 0022	Introductory Algebra	5	0 (5)*
GUI 0024	Metric System	5	0 (5)*
GUI 0035	Introduction to Business	5	0 (5)*
GUI 0040	General Science	5	0 (5)*
GUI 0041	Biology	5	0 (5)*

GUIDED STUDIES PREPARATORY PROGRAMS

GUI 0006	General Education Preparation	Open	Open
GUI 0008	Technical Education Preparation	22	0 (11)*
GUI 0009	Vocational Education Preparation	22	0 (11)*

*Number in parenthesis represents maximum credit hours value for purposes of assessing fees. Courses may be taken fewer hours according to the need.

GUIDED STUDIES COURSE DESCRIPTION

GUI 0010 Spelling and Vocabulary — Designed to make the student aware of their reasons for incorrect spelling and the need for correct spelling. The course concentrates on sounds, meanings, and rules associated with correct spelling.

GUI 0012 Reading Improvement — Designed to develop reading comprehension and vocabulary building techniques at an intermediate level. Emphasizes the development of increased speed and comprehension rates while enhancing the student's vocabulary, dictionary, and research skills.

GUI 0016 Grammar and Composition — A review course of English grammar and punctuation with emphasis on usage and major sentence errors. Provided for the student who needs an extensive review of English before undertaking English 101.

GUI 0020 **Basic Mathematics** – An introductory course for students who need to acquire basic skills in mathematics. Course covers operations with whole numbers, fractions, decimals, percentages and ratio and proportion.

GUI 0024 **Metric System** – A self paced course that introduces the student to metric vocabulary and skills that are necessary to understand and use the metric system.

GUI 0035 **Individual Study – Business** – This course offers the student an opportunity to develop special skills and meet particular needs that certain business course offerings require. Enrollment provides access to a variety of self paced course materials, tailored to the specific need of the individual.

GUI 0040 **General Science** – A review course in human anatomy and physiology, matter and energy, Biology, cells and reproduction and ecology.

GUI 0041 **Biology** – A foundation course designed to introduce the student to the following topics: the cell, reproductory genetics, photo synthesis, respiration, evolution and ecology.

GUI 0006 **General Education Preparation** – Individuals who desire to improve basic skills but who are deficient in certain subject areas will be provided with the opportunity to take General Education Preparation. The student can choose the number of hours of instruction per week desired.

GUI 0008 **Technical Education Preparation** – The Technical Education preparation course is designed to help upgrade the basic skills of selected students whose education achievement levels indicate that additional instruction is necessary to succeed at the post-secondary education level in Technical Educational Associate Degree programs.

GUI 0009 **Vocational Education Preparation** – The Vocational Education Preparation course is designed to help upgrade the basic skills of selected students whose education achievement levels indicate that additional instruction is necessary to succeed at the post-secondary education level in Vocational Educational Associate Degree programs.

CURRICULUM PROGRAMS OF STUDY

ASSOCIATE DEGREE IN GENERAL EDUCATION

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS (TECHNICAL)

Accounting
Business Administration
Criminal Justic-Protective Services Technology
Early Childhood Specialist
Executive Secretarial Science

DIPLOMA PROGRAMS (VOCATIONAL)

Air Conditioning & Refrigeration
Auto Body Repair
Automotive Mechanics
Electrical Installation & Maintenance
Licensed Practical Nursing
Light Construction
Pottery Production
Radio & Television Servicing
Small Engines & Equipment Repair
Taxidermy
Welding

ASSOCIATE DEGREE IN GENERAL EDUCATION

The General Education Program at Montgomery Technical Institute is designed to provide two years of general studies for students who seek personal growth and intellectual enrichment. The program was developed cooperatively with several area four-year institutions, and therefore, the courses are college level in their academic content. Senior institutions may accept crdit from the General Education Program, but this is determined solely by the accepting institution and the student desiring to continue his/her education.

The General Education Program can culminate with an earned Associate Degree in General Education with the successful completion of 96 quarter hours credit. Students who do not desire the degree may enter the program and take courses that enable them to more fully appreciate the intellectual, national, and political world of today.

ASSOCIATE DEGREE IN GENERAL EDUCATION

REQUIRED COURSES		**Class/Lab./Credit**		
ENG 101	Composition	5	0	5
ENG 102	Composition	5	0	5
ENG 201	English Literature	5	0	5
ENG 202	English Literature	5	0	5
MAT 102	Algebra	5	0	5
MAT 103	Trigonometry	5	0	5
BIO 101	General Biology	3	2	4
BIO 102	General Biology	3	2	4
BIO 103	General Biology	3	2	4
HIS 101	Western Civilization	5	0	5
HIS 102	Western Civilization	5	0	5
PSY 201	Introduction to Psychology	5	0	5
ART 101	Art Appreciation	5	0	5

Approved Electives		**Class/Lab./Credit**		
ECO 101	Economics	5	0	5
ENG 204	American Literature	3	0	3
SOC 201	Introduction to Sociology	5	0	5
HIS 201	American History	5	0	5
HIS 202	American History	5	0	5
SPH 101	Fundamentals of Speech	3	0	3

GEO 104	World Geography	3	0	3
HIS 205	Montgomery County History	3	0	3
POL 201	American Federal Government	3	0	3
MAT 104	Metric System	3	0	3

Other electives may be selected from other degree programs with prior approval from the appropriate advisors.

Required Quarter Hours Credit	62
Elective Quarter Hours Credit	34

Total Required for Associate Degree in General Education. 96

GENERAL EDUCATION COURSE DESCRIPTIONS

Required Courses

ENGLISH

ENG 101 Composition **5 0 5**

An introductory study of the use of the English language through the mediums of grammar, composition, reading, speaking, and writing.

Prerequisite: Appropriate score on the MTI placement examination
or
Completion of the MTI developmental English course

ENG 102 Composition **5 0 5**

A continuation of ENG 101

Prerequisite: ENG 101.

ENG 201 English Literature **5 0 5**

A study of English literature from Beowulf to the romantic period.

Prerequisite: None

ENG 202 English Literature **5 0 5**

A study of English literature from the romantic period through the modern period.

Prerequiste: None

MATH

MAT 102 Algebra **5 0 5**

An axiomatic presentation of the real number system as an ordered field, in which axioms, definitions, and theorems are used to justify traditional algebraic processes, involving such topics as algebraic fractions, factoring, exponents, logarithms, and the solution of equations and inequalities.

Prerequisites: Appropriate score on the MTI placement examination or

the completion of the MTI Guided Studies or Developmental Studies Math course.

MAT 103 Trigonometry 5 0 5

An analytical or graphical study of properties of the trigonometric functions and their applications, of inverse trigonometric functions, vectors, and complex numbers.

Prerequisite: MAT 102

SCIENCE

BIO 101 General Biology 3 2 4

An introduction to the biological concepts including a study of the chemical and physical properties of the living cell. Also various animal groups are studied from the point of view of structure, function, and habitat.

Prerequisite: None

BIO 102 General Biology 3 2 4

A study of various plant groups approached from the point of view of structure, function, and habitat.

Prerequisite: None

BIO 103 General Biology 3 2 4

A study of the anatomy and physiology of the human body, genetics, and evolu tion.

Prerequisite: None

SOCIAL SCIENCE

HIS 101 Western Civilization 5 0 5

A general survey of the history of western civilization from the ancient Near East through the year 1750.

Prerequisite: None

HIS 102 Western Civilization 5 0 5

A survey of the history of western civilization from the year 1750 to the present.

Prerequisite: None

PSY 201 Introduction to Psychology 5 0 5

The introductory study of psychology. The course includes the study of principles of behavior in the areas of motivation, preception, learning, intelligence, and the organization of personality.

Prerequisite: None

ART

ART 101 Art Appreciation 5 0 5

An introduction of fundamental elements and principles of creative art ex-

pression emphasizing composition, design, shape, value, styles, and movements.

Prerequisite: None

Approved Electives

ECO 101 Economics **5 0 5**

A study of today's economic system, including the laws of supply and demand, prices and costs, wages and rents, interests and profits. Business cycles, money banking, and the federal reserve system are also included. There is also a comparison of capitalism, socialism, communism, and fascism.

Prerequisite: None

ENG 204 American Literature **3 0 3**

An introductory study of the major American writers from the beginning of American Literature through the present.

Prerequisite: None

SPH 101 Fundamentals of Speech **3 0 3**

An introduction to the theory and practice of speech communication.

Prerequisite: None

SOC 201 Introduction to Sociology **5 0 5**

A study of the fundamental principles and concepts of sociology with emphasis on contemporary American institutions in relation to the technological change, ethnic groups, population trends, and social control.

Prerequisite: None

HIS 201 American History **5 0 5**

A study of the origins and development of the United States through the period of the Civic War.

Prerequisite: None

HIS 202 American History **5 0 5**

A study of the history of the United States from the period of the Civil War to the present.

Prerequisite: None

GEO 104 World Georgraphy **3 0 3**

The major physical and cultural elements of the environment and their influence on man's activity.

Prerequisite: None

HIS 205 Montgomery County History **3 0 3**

A study of the history of Montgomery County

Prerequisite: None

POL 201 The American Federal Government **3 0 3**

The study of the origins, development, structure, and functioning of the federal government.

Prerequisite: None

MAT 104 The Metric System 3 0 3

A study of the metric system of measurements. Topics include: length and distances, area, volumes, weight, and temperature.

Prerequisite: None

This concludes the approved list of electives for the General Education curriculum. Other courses may be selected by the student with prior approval from the appropriate advisor.

ASSOCIATE AND APPLIED SCIENCE DEGREE PROGRAMS

ACCOUNTING

Accounting is one of the fastest growing employment fields in American today. Due to increasing business and industrial expansion, there is a growing need for trained people in the area of accounting to help managers keep track of a firm's operations. The Accounting curriculum is designed to fill this need by offering students the necessary accounting theories and skills for entry into the accounting profession.

Curriculum Objectives:

The specific objectives of the Accounting curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding of the fundamentals of accounting and analysis of financial statements.
3. Understanding and skill in effective communications for business.

Occupational Opportunities:

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the things an accountant might do are record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduate of the Accounting curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machines operator, auditor, and cost accountant.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN ACCOUNTING

Required Courses		Class/Lab./Credit		
T-BUS 101	Introduction to Business	5	0	5
T-BUS 102	Typewriting I	2	2	3
T-BUS 110	Business Machines	2	2	3
T-BUS 120	Principles of Accounting I	5	0	5
T-BUS 121	Principles of Accounting II	5	0	5
T-BUS 122	Principles of Accounting III	5	0	5
T-BUS 206	Business Communications	5	0	5
T-BUS 223	Intermediate Accounting I	5	0	5
T-BUS 224	Intermediate Accounting II	5	0	5

T-BUS 225	Cost Accounting	5	0	5
T-BUS 229	Taxes	5	0	5
T-BUS 269	Auditing	5	0	5
T-ENG 101	Grammar	3	0	3
T-ENG 102	Composition	3	0	3
T-ENG 204	Effective Speaking	3	0	3
T-MAT 102	Metrics	3	0	3
T-MAT 110	Business Math	5	0	5
T-ECO 102	Economics I	5	0	5
T-PSY 206	Introduction to Psychology	3	0	3

Approved Electives:

		Class/Lab./Credit		
T-BUS 103	Typewriting II	2	2	3
T-BUS 115	Business Law I	3	0	3
T-BUS 116	Business Law II	3	0	3
T-BUS 123	Business Finance	3	0	3
T-BUS 226	Payroll Record Accounting	3	0	3
T-BUS 239	Marketing	3	0	3
T-BUS 247	Business Insurance	5	0	5
T-BUS 272	Principles of Supervision	3	0	3
T-EDP 104	Introduction to Data Processing	3	0	3
T-MAT 111	Business Math II	3	0	3
T-ECO 103	Economics II	3	0	3
		5	0	5

Other electives may be selected from other degree programs with prior approval from the appropriate advisors.

Required Quarter Hours Credit	81
Elective Quarter Hours Credit	15
Total Required Hours for Associate Degree in Accounting	96

Course Description:

T-ENG 101 Grammar 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

T-ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in all types

of composition. The student will have the experience of writing many types of expository themes as well as a fully researched and documented term paper.

Prerequisite: T-ENG 101

T-ENG 204 Effective Speaking **3 0 3**

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention is given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101

T-PSY 206 Introduction to Psychology **3 0 3**

A basic course presenting a study of behavior in terms of perception, motivation, learning heredity, environment, and emotion. The student is introduced to different areas and specializations within the field of psychology.

Prerequisite: None

T-MAT 102 Metrics **3 0 3**

This will be a thorough study of the metric system. All of the various symbols and terms as well as weights, sizes, and measurements will be taught.

Prerequisite: None

T-BUS 101 Introduction to Business **5 0 5**

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

Prerequisite: None

T-MAT 110 Business Math I **5 0 5**

This course stresses the fundamental operations and their applications to business problems. Topics covered include bank and sales records, price marketing interest and discount commissions, percentages in business, financial charges, depreciation, and pertinent uses of mathematics in the field of business.

Prerequisite: None

T-BUS 102 Typewriting I **2 2 3**

An introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence.

Prerequisite: None

T-BUS 110 Business Machines **2 2 3**

A general survey of the business machines. Students will receive training in the operation of the ten-key adding machine, full keyboard adding machine, ten-key printing calculator, and electronic calculator.

Prerequisite: T-MAT 110 or proficiency test in math

T-ECO 102 Economics I **5 0 5**

An introductory survey of fundamental economic principles. Topics include

the market system, supply and demand, cost benefit analysis, money and banking, fiscal and monetary policy, production and distribution of national income.

Prerequisite: None

T-BUS 206 Business Communications **5 0 5**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters, business reports, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.

Prerequisite: T-ENG 102, T-BUS 102

T-BUS 229 Taxes **5 0 5**

Application of federal and state taxes to various businesses and business combinations. A study of following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Practical experience with actual tax forms.

Prerequisite: None

T-BUS 115 Business Law I **3 0 3**

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None

T-BUS 120 Principles of Accounting I **5 0 5**

This course has as its purpose the development of the principles, techniques, and an understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enter prises will include practical application to the principles learned.

Prerequisite: None

T-BUS 121 Principles of Accounting II **5 0 5**

This is a continuation of the study of accounting principles with emphasis on accounting for purchases, sales inventory, and assets. All these types of business organizations (single proprietorship, partnership, and corporation) will be studied.

Prerequisite: T-BUS 120

T-BUS 122 Principles of Accounting III **5 0 5**

This is a study of corporation. The accounting for capital stock, corporate bonds, branch operations, and the preparation of annual reports will be covered.

Prerequisite: T-BUS 121

T-BUS 222 Intermediate Accounting I **5 0 5**

An introduction to and a review of fundamental processes of accounting. Emphasis is placed upon a thorough working knowledge and understanding of financial statement. Individual items in the balance sheet and income statement are analyzed and evaluated.

Prerequisite: T-BUS 122

T-BUS 223 Intermediate Accounting II **5 0 5**

This course presents additional study of intermediate accounting. Special problems peculiar to corporations and analysis of financial reports are considered.

Prerequisite: T-BUS 222

T-BUS 225 Cost Accounting **5 0 5**

Nature and purposes of cost accounting: accounting for direct labor, materials and factory overhead; job order costs and standard costs procedures, selling, administration and distribution costs; budgeting and management use of cost data.

Prerequisite: T-BUS 122

T-BUS 269 Auditing **5 0 5**

Principles of conducting audits and investigations, setting up accounts based upon audits; collecting data and working papers; arranging and systemizing the audit, and writing the audit report are studied in this course.

Prerequisite: T-BUS 223

T-MAT 111 Business Math II **3 0 3**

A continuation of the study of business math with emphasis on payroll and taxes, financial statements, insurance, bonds, stocks, and annuities.

Prerequisite: T-MAT 110

T-BUS 103 Typing II **2 2 3**

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prequisite: T-BUS 102 or equivalent (Speed requirement: 25 words per minute for three minutes)

T-BUS 115 Business Law I **3 0 3**

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: T-BUS 101

T-BUS 116 Business Law II **3 0 3**

A continuation of Business Law I

Prerequisite: T-BUS 115

T-BUS 239 Marketing **5 0 5**

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None

T-BUS 123 Business Finance **3 0 3**

Financing of business units, as individual, partnership, corporation, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

Prerequisite: T-BUS 101

T-ECO 103 Economics II **5 0 5**

A continuation of basic economic principles introduced in T-ECO 102, with analysis in relation to selected social issues. Topics also include international trade and finance and current economic problems.

Prerequisite: T-ECO 102

T-BUS 272 Principles of Supervision **3 0 3**

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the roles of the supervisor. Methods of supervision are stressed.

Prerequisite: T-BUS 101

T-BUS 247 Business Insurance **3 0 3**

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

Prerequisite: None

T-EDP 104 Introduction to Data Processing **3 0 3**

Fundamental concepts and operational principles of data processing systems, assan aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this state, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration curriculum is designed to prepare the student for employment in one of many occupations common to business. Train ing is aimed at preparing the student in every phase of administrative work that might be encountered in the average business.

Curriculum Objectives:

The objectives of the Business Administration curriculum are to develp the following competencies:

1. Understanding of the principles of organization and management in business operations and utilization of modern methods for adequate decision-making.
2. Understanding and skill in effective communication for business.
3. Knowledge of human relations as they apply to successful business operations in our economy.

Occupational Opportunities:

The graduates of the Business Administration curriculum may enter a variety of careers from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, selling, and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, travel industry, insurance, transportation, and communications.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION

Required Courses		Class/Lab./Credit		
T-BUS	101 Introduction to Business	5	0	5
T-BUS	102 Typewriting I	2	2	3
T-BUS	110 Business Machines	2	2	3
T-BUS	115 Business Law I	3	0	3
T-BUS	116 Business Law II	3	0	3
T-BUS	120 Principles of Accounting I	5	0	5
T-BUS	121 Principles of Accounting II	5	0	5
T-BUS	122 Principles of Accounting III	5	0	5
T-BUS	123 Business Finance	3	0	3
T-BUS	206 Business Communications	5	0	5
T-BUS	229 Taxes	5	0	5
T-BUS	239 Marketing	5	0	5
T-BUS	272 Principles of Supervision	3	0	3
T-ECO	102 Economics I	5	0	5
T-ECO	103 Economics II	5	0	5
T-MAT	102 Metrics	3	0	3
T-MAT	110 Business Math	5	0	5
T-ENG	101 Grammar	3	0	3
T-ENG	102 Composition	3	0	3
T-ENG	204 Effective Speaking	3	0	3
T-PSY	206 Introduction Psychology	3	0	3

Approved Electives		Class/Lab./Credit		
T-BUS	103 Typewriting II	2	2	3
T-BUS	232 Sales Development	3	0	3
T-BUS	247 Business Insurance	3	0	3
T-BUS	245 Retailing	3	0	3
T-MAT	111 Business Math II	3	0	3
T-EDP	104 Introduction to Data Processing	3	0	3
T-ISC	213 Production Planning	3	0	3
T-GEO	204 Comparitive Economics	3	0	3

Other electives may be selected from other degree programs with prior approval from the appropriate advisors.

Required Quarter Hours credit	83
Elective Quarter Hours credit	15

Total Required Hours for Associate Degree in Business Administration 98

Course Description

T-ENG 101 Grammar 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

T-ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in all types of composition. The student will have the experience of writing many types of expository themes as well as a fully researched and documented term paper.

Prerequisite: T-ENG 101

T-ENG 204 Effective Speaking 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention is given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101

T-PSY 206 Introduction to Psychology 3 0 3

A basic course presenting a study of behavior in terms of perception, motivation, learning, heredity, environment, and emotion. The student is introduced to different areas and specializations within the field of psychology.

Prerequisite: None

T-MAT 102 Metrics 3 0 3

This will be a thorough study of the metric system. All of the various symbols and terms as well as weights, sizes, and measurements will be taught.

Prerequisite: None

T-BUS 101 Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

Prerequisite: None

T-MAT 110 Business Math I 5 0 5

This course stresses the fundamental operations and their applications to business problems. Topics covered include bank and sales records, price marketing,

interest and discount commissions, percentages in business, financial charges, depreciation, and pertinent uses of mathematics in the field of business.

Prerequisite: None

T-BUS 102 Typing I **2 2 3**

An introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence.

Prerequisite: None

T- BUS 110 Business Machines **2 2 3**

A general survey of the business machines. Students will receive training in the operation of the ten-key adding machine, full keyboard adding machine, ten-key printing calculator, and electronic calculator.

Prerequisite: T-MAT 110 or proficiency test in math.

T-BUS 120 Principles of Accounting I **5 0 5**

This course has as its purpose the development of the principles, techniques, and an understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises will include practical application to the principles learned.

Prerequisite: None

T-BUS 121 Principles of Accounting II **5 0 5**

This is a continuation of the study of accounting principles with emphasis on accounting for purchases, sales, inventory, and assets. All these types of business organizations (single proprietorship, partnership, and corporation) will be studied.

Prerequisite: T-BUS 120

T-BUS 122 Principles of Accounting III **5 0 5**

This is a study of corporation. The accounting for capital stock, corporate bonds, branch operations, and the preparation of annual reports will be covered.

Prerequisite: T-BUS 121

T-ECO 102 Economics I **5 0 5**

An introductory survey of fundamental economic principles. Topics include the market system, supply and demand, cost benefit analysis, money and banking, fiscal and monetary policy, production and distribution of national income.

Prerequisite: None

T-BUS 272 Principles of Supervision **3 0 3**

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the roles of the supervisor. Methods of supervision are stressed.

Prerequisite: T-BUS 101

T-ECO 103 Economics II **5 0 5**

A continuation of basic economic principles introduced in T-ECO 102, with analysis in relation to selected social issues. Topics also include international

trade and finance and current economic problems.

Prerequisite: T-ECO 102

T-BUS 206 Business Communications **5 0 5**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters, business reports, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.

Prerequisite: T-ENG 102, T-BUS 102

T-BUS 229 Taxes **5 0 5**

Application of federal and state taxes to various businesses and business combinations. A study of following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Practical experience with actual tax forms.

Prerequisite: None

T-BUS 115 Business Law I **3 0 3**

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: T-BUS 101

T-BUS 123 Business Finance **3 0 3**

Financing of business units, as individual, partnership, corporation, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

Prerequisite: T-BUS 101

T-BUS 116 Business Law II **3 0 3**

A continuation of Business Law I

Prerequisite: T-BUS 115

T-BUS 239 Marketing **5 0 5**

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None

T-MAT 111 Business Math II **3 0 3**

A continuation of the study of business math with emphasis on payroll and taxes, financial statements, insurance, bonds, stocks, and annuities.

Prerequisite: T-MAT 110

T-BUS 103 Typing II **2 2 3**

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 102 or equivalent (Speed requirement: 25 words per minute for three minutes)

T-GEO 204 Comparative Economics **3 0 3**

A study of the major economic systems with an emphasis on existing Capitalist, Socialist, and Communist economics. Topics also include the economic problems of the developing countries.

Prerequisite: T-ECO 102

T-ISC 213 Production Planning **3 0 3**

The course provides an introduction to the production function of the business or industry in its day-by-day manufacturing process. Functions reviewed are forecasting, product planning, and control, scheduling, dispatching, and routing.

Prerequisite: T-BUS 101

T-BUS 232 Sales Development **3 0 3**

A study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling.

Prerequisite: T-BUS 101

T-BUS 247 Business Insurance **3 0 3**

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

Prerequisite: None

CRIMINAL JUSTICE/PROTECTIVE SERVICE TECHNOLOGY

The Criminal Justice and Protective Service program is designed to up-grade the profession of law enforcement. Because of the education and complexity of our society today, many new skills of a special nature are having to be learned. Some of these skills needed and taught today are criminal law, counseling, criminalistics, psychology, and sociology

This course is also designed to teach the student the basic skills of law enforcement which leads to certification as a law enforcement officer by the State of North Carolina. Some of these courses include patrol procedures, firearms, defensive tactics, court procedures, and accident investigation.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN CRIMINAL JUSTICE/PROTECTIVE SERVICE TECHNOLOGY

Required Courses			Class/Lab./Credit		
T-PSC	101	Police Science I	5	0	5
T-PSC	102	Police Science II	5	0	5
T-PSC	103	Police Science III	5	0	5
T-PSC	104	Criminal Law	5	0	5
T-PSC	205	Constitutional Law	5	0	5

T-PSC	208	Police Problems & Practices	5	0	5
T-CJC	101	Patrol Procedures I	3	0	3
T-CJC	102	Juvenile Delinquency & Adolesc. Psych.	3	0	3
T-CJC	202	Patrol Procedure II	5	0	5
T-CJC	203	Criminology	5	0	5
T-CJC	204	Criminal Investigation I	5	0	5
T-CJC	205	Forensic Science	5	0	5
T-CJC	206	Criminal Investigation II	5	0	5
T-CJC	207	Police Management	5	0	5
T-MAT	101	Math	5	0	5
T-MAT	102	Metrics	3	0	3
T-ENG	101	Grammar	3	0	3
T-ENC	102	Composition	3	0	3
T-ENG	204	Effective Speaking	3	0	3
T-PSY	206	Introduction to Psychology	3	0	3

Approved Electives			**Class/Lab./Credit**		
T-PSC	207	Arms Care, Identification & Train.	3	0	3
T-PSC	207	Police Organization & Administration	3	0	3
T-POL	104	National Government	3	0	3
T-POL	103	Local & State Government	3	0	3
T-SOC	107	Introduction to Sociology	3	0	3
T-SOC	108	Current Social Problems	3	0	3
T-SOC	109	Rural & Urban Community Organization	3	0	3

Other electives may be selected from other degree programs with prior approval from the appropriate advisors.

Required Quarter Hours Credit	86
Elective Quarter Hours Credit	21
Total Required Hours for Associate Degree in Criminal Justice/Protective Service Technology	107

Course Descriptions — Descriptions

T-ENG 101 Grammar — 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structrue, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

T-ENG 102 Composition — 3 0 3

Designed to aid the student in the improvement of self-expression in all types of composition. The student will have the experience of writing many types

of expository themes as well as a fully researched and documented term paper.

Prerequisite: T-ENG 101

T-ENG 204 Effective Speaking **3 0 3**

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention is given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101

T-PSY 206 Introduction to Psychology **3 0 3**

A basic course presenting a study of behavior in terms of perception, motivation, learning, heredity, environment, and emotion. The student is introduced to different areas and specializations within the field of psychology.

Prerequisite: None

T-MAT 102 Metrics **3 0 3**

This will be a thorough study of the metric system. All of the various symbols and terms as well as weights, sizes, and measurements will be taught.

Prerequisite: None

T-PSC 101 Police Science I **5 0 5**

This course is designed to introduce the student with the history and philosophy of law enforcement, with concentration in the basic mechanics of the criminal justice process.

Prerequisite: None

T-PSC 102 Police Science II **5 0 5**

Topics included are laws of arrrest, search and seizure, laws and rules of evidence, criminal investigation, motor vehicle accident reporting, communications, and NC alcoholic beverage control laws.

Prerequisite: T-PSC 101

T-PSC 103 Police Science III **5 0 5**

An introductory study is made in the following areas: drug abuse, recognition and identification of drugs, riot and crowd control, court structure and procedures, report writing, juveniles, defense tactics and firearms, and public relations.

Prerequisite: T-PSC 101 & 102

T-PSC 104 Criminal Law **5 0 5**

Focus on the North Carolina general statutes is the emphasis of this course. Chapters 15A, 14, 20, 18, and 90 will be the main areas of concentration.

Prerequisite: None

T-CJC 203 Criminology **5 0 5**

This course has as its concentration a study into the causation of crime and delinquent behavior.

Prerequisite: None

T-CJC 204 Criminal Investigation I 5 0 5

Included in this course are general investigative processes, collection and preservation of evidence, interview and interrogation, case preparation, courtroom presentation, and crime scene search.

Prerequisite: None

T-CJC 207 Police Management 5 0 5

This course is designed for the use of administrators of small law enforcement departments. It includes such topics as budgets, staffing, training, reporting procedures, and the uniform crime report system.

Prerequisite: None

T-CJC 206 Criminal Investigation II 5 0 5

An advanced course which is concerned with all aspects of police investigation. Crime scene and courtroom simulations are also a major aspect of this course.

Prerequisite: T-CJC 204 & 205

T-CJC 101 Patrol Procedures I 3 0 3

A basic introductory course which will aid the student in performance of his or her duties as an officer assigned to uniformed patrol duties.

Prerequisite: None

T-CJC 202 Patrol Procedures II 5 0 5

An advanced course which has as its primary concern officer survival and police tactics in hazzardous situations.

Prerequisite: T-CJC 101

T-CJC 205 Forensic Science 5 0 5

This course is designed to acquaint the student with the areas of scientific investigation which are used in crime labs and in the collection and preservation of evidence.

Prerequisite: T-CJC 204

T-PSC 205 Constitutional Law 5 0 5

A study into the constitutional of laws and rulings made by the U.S. Supreme Court and how they apply to the police officer in the field.

Prerequisite: None

T-PSC 208 Police Problems and Practices 5 0 5

This course deals with problems that confront the law officer such as: public relations, applied psychology, drugs, gambling, and many more problems in large and small cities and towns.

Prerequisite: None

T-CJC 102 Juvenile Delinquency and Adolescent Psychology 3 0 3

Juvenile Delinquency/Child Psychology is a course in which social factors and influences in child psychology and juvenile delinquency are studied. Special emphasis is placed upon the role of the family, the peer group and the school, on a child's life. An attempt is also made to identify the problem of juvenile delinquency and to present students with a number of different views as to the

nature and cause of and possible solutions to the problem of juvenile delinquency.

Prerequisite: None

Course Descriptions (Electives)

T-POL 103 Local and State Government **3 0 3**

A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina.

Prerequisite: None

T-POL 104 The national Government **3 0 3**

English and colonial background, the articles of confederation, and the framing of the federal constitution. The nature of the federal union, national, federal powers, and political parties. The general organization and functioning of national government.

Prerequisite: None

T-SOC 107 Introduction to Sociology **3 0 3**

The study of the characteristics of human society. Special emphasis is placed on the inter-relationships of culture and personality, the development of social groups and social institutions, and the influence of social structure upon individual behavior.

Prerequisite: None

T-SOC 109 Urban and Rural Community Organization **3 0 3**

A study of the regions of a geographic area with a concentration in the particular problems which are existent in a particular area.

Prerequisite: None

T-SOC 108 Current Social Problems **3 0 3**

In today's ever-changing society many problems are existent. Some are relatively new, and others are as old as man himself. This course allows the student to be acquainted with the cause and effect relationship of some of the significant social problems today.

Prerequisite: None

T-PSC 207 Police Organization and Administration **3 0 3**

Introduction to principles of organization and administration, discussion of the service functions, e.g., personnel management, police management, training, communications, records, property maintenance, and miscellaneous services.

Prerequisite: None

T-PSC 209 Arms Care, Identification, and Training **3 0 3**

This course acquaints the student with the proper care and use of the weapons in the police arsenal. The student also is taught how to effectively shoot the police service revolver on the pistol range.

Prerequisite: None

EARLY CHILDHOOD SPECIALIST

The Early Childhood Specialist program has been designed to provide students with the necessary educational tools to pursue the following career areas based on the level of competence they reach:

Teacher Aide – (K-3).

Teacher Aide – Pre-school programs.

Lead Teachers – head start, kindergarten, day care, nursery school.

Auxillary day care – head start, public school, and child welfare personnel.

Day care administration assistants.

With additional individualized attention in specialized areas, students may also learn to operate their own child care facilities.

Three exit levels are possible within the curriculum:

(1) Child care worker certificate – completion of one to three quarters of the Early Childhood Specialist curriculum.

(2) Child Care Diploma – completion of at least one year or four quarters of work in the Early Childhood Specialist curriculum.

(3) Early Childhood Specialist Degree – completion of two years or eight required quarters.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN EARLY CHILDHOOD SPECIALIST

Required Courses			Class/Lab./Credit		
*+T-EDU	101	Working with Young Children	3	0	3
*+T-EDU	123	Creative Activities for Young Children	3	2	4
*+T-EDU	124	Introduction to Early Childhood Education	3	0	3
* T-EDU	114	Audio-Visual Instruct	3	2	4
* T-EDU	226	Early Childhood Curriculum	3	0	3
* T-EDU	230	Seminar on Day Care	5	0	5
* T-EDU	229	Parent Education	3	0	3
*+T-ENG	101	Grammar	3	0	3
*+T-ENG	102	Composition	3	0	3
* T-ENG	204	Effective Speaking	3	0	3
* T-ENG	217	Children's Literature	3	2	4
* T-ENG	218	Language Arts for Young Children	3	0	3
*+T-PSY	105	Human Growth & Development I	4	0	4
* T-PSY	106	Human Growth & Development II	4	0	4
* T-PSY	120	Child Psychology	3	0	3
*+T-PSY	206	Introduction to Psychology	3	0	3
* T-MAT	102	Metrics	3	0	3
* T-SOC	105	Marriage & Family	3	0	3

*+T-HEA	101	Personal Health & Hygiene	3	0	3
*+T-MUS	101	Music Education for Young Children	3	0	3
*+T-NUT	102	Nutrition for Young Children	3	0	3
*+T-EDU	176	Practicum	1	10	2
*+T-EDU	177	Practicum	1	10	2
*+T-EDU	178	Practicum	1	10	2
*+T-EDU	179	Practicum	1	10	2
* T-EDU	180	Practicum	1	10	2
* T-EDU	181	Practicum	1	10	2
* T-EDU	182	Practicum	1	10	2
* T-EDU	183	Practicum	1	10	2

+Required courses for Diploma
*Required courses for Associate Degree

Approved Electives			**Class/Lab./Credit**		
T-ENG	105	Reading Improvement	3	0	3
T-EDU	225	Day Care/Preschool Children	3	0	3
T-EDU	227	Staff Training for Day Care	3	0	3
T-EDU	228	Organization & Administration of Day Care Cen.	4	0	4
T-SOC	104	Family: A Cross-Culture Survey	3	0	3
T-BUS	102	Introduction to Typing	3	0	3
T-PSY	121	Exceptional Children	3	0	3

Other electives may be selected from other degree programs with prior approval from the appropriate advisors.

Required Quarter Hours Credit	86
Elective Quarter Hours Credit	12
Total Required for Associate in Early Childhood Specialist	98

Required Quarter Hours Credit	41
Elective Quarter Hours Credit	9
Total Required for Diploma in Early Childhood Specialist	50

Suggested elective courses for students in Diploma program:

T-ENG	217	Children's Literature
T-BUS	102	Introduction to Typing
T-EDU	228	Organization & Administration of Child Care Centers
T-PSY	121	Exceptional Children
T-SOC	105	Marriage and Family
T-ENG	218	Language Arts for Young Children
T-EDU	225	Day Care of Pre-School Children

It is suggested that those persons who plan on working in or operating Child Care Centers take T-EDU 228 Organization and Administration of Day Care Centers and T-EDU 225 Day Care of Pre-School Children.

It is suggested that those persons wanting to work in public schools as Teacher's Aides take T-BUS 102 Introduction to Typing and T-ENG 217 Children's Literature.

Course Descriptions

T-ENG 101 Grammar — 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

T-ENG 102 Composition — 3 0 3

Designed to aid the student in the improvement of self-expression in all types of composition. The student will have the experience of writing many types of expository themes as well as a fully researched and documented term paper.

Prerequisite: T-ENG 101

T-ENG 204 Effective Speaking — 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory of correct speaking habits and to produce effective oral presentation. Particular attention is given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101

T-PSY 206 Introduction to Psychology — 3 0 3

A basic course presenting a study of behavior in terms of perception, motivation, learning, heredity, environment, and emotion. The student is introduced to different areas and specializations within the field of psychology.

Prerequisite: None

T-MAT 102 Metrics — 3 0 3

This will be a thorough study of the metric system. All of the various symbols and terms as well as weights, sizes, and measurements will be taught.

Prerequisite: None

T-EDU 101 Working With Young Children — 3 0 3

An introductory course designed to help students become familiar with the preschool child, with primary focus on the development of the child as influenced by family, peers, and siblings.

Prerequisite: None

T-ENG 105 Reading Improvement — 3 0 3

Designed to improve the student's ability to read with maximum comprehension of material and to expand the individual's vocabulary for practical use.

Prerequisite: None

T-PSY 105 Human Growth and Development I **4 0 4**

This course is designed to give students theoretical background and practical knowledge in the application of general principles in child development.

Prerequisite: None

T-PSY 106 Human Growth and Development II **4 0 4**

This course is designed to continue application of principles learned in T-PSY 105 and introduce the student to principles of adolescent and adult growth and development.

Prerequisite: T-PSY 105

T-EDU 123 Creative Activities for the Young Child **3 2 4**

Individual and group exploration of activities and media for promoting optimal overall development of children, with special emphasis on music, art, science, and oral language development. Laboratory experiences provide opportunities to plan specific activities for pre-school children.

Prerequisite: None

T-EDU 124 Introduction to Early Childhood Education **3 0 3**

This course is designed to introduce students to the various "schools of thought" in Early Childhood Education and their applications, in Schools for Young Children.

Prerequisite: None

T-NUT 102 Nutrition for Young Children **3 0 3**

Study of basic nutrition, with emphasis on (1) methods of helping children and their families learn nutritional concepts, and (2) planning balanced diets for pre-school children.

Prerequisite: None

T-PSY 120 Child Psychology **3 0 3**

This course is designed to instruct in the "nature and nurture" of young children in their homes and in community/school experiences.

Prerequisite: T-PSY 105 & 106

T-HEA 101 Personal Health and Hygiene **3 0 3**

A study of the health of the individual as it relates to understanding the function, care, and interaction of persons and their environment.

Prerequisite: None

T-MUS 101 Music Education for Young Children **3 0 3**

Introduction to music and its influence on the developing child. Emphasizes music as an aid to motor development, socialization, and language development.

Prerequisite: None

T-EDU 225 Day Care of Pre-School Children **3 0 3**

The day care approach to care and education of young children and its role in the community as a supplemental family are the primary focus of this course. Students enrolled in this course will work with current and historical appro-

aches to day care.

Prerequisite: T-EDU 124

T-EDU 226 Early Childhood Curriculum **3 0 3**

A study of the principles of curriculum in the nursery school, kindergarten, day care center, and early primary grades. Students will learn curriculum construction and development, with emphasis on the pre-school child.

Prerequisite: T-EDU 101 & 124

T-ENG 217 Children's Literature **3 2 4**

An introductory course, which emphasizes understanding children and their needs in relationship to children's literature, authors, and artists. This course has a two-hour lab and students enrolled in the course will practice developing materials used in children's literature during lab time.

Prerequisite: T-EDU 101

T-EDU 227 Staff Training for Day Care **3 0 3**

The application of staff job descriptions and in-service training in day care are the primary focus of this course. Students will study the relationship of staff positions to the over-all function of the day care center.

Prerequisite: T-ENG 217, T-EDU 101 & 124

T-EDU 114 Audio-Visual Instruction **3 2 4**

An introduction to the nature and use of audio-visual materials. Laboratory experiences place emphasis on the creation of instructional materials and the use of ready-made materials. Students will become more knowledgeable in operating the following: tape recorder, film-strip, slide, opaque, overhead, and movie projectors.

Prerequisite: None

T-EDU 228 Organization and Administration of Child Development Center **4 0 4**

An introductory course in day care administration, with primary emphasis on general principles in good business management and their application in day care centers.

Prerequisite: None

T-EDU 229 Parent Education **3 0 3**

Study of ways parents can be involved in the child development center, of the purposes and value of home visitation, and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance of the child's development is emphasized. Each student will develop a series of programs appropriate for presentation to the parents of pre-school children.

Prerequiste: None

T-EDU 230 Seminar on Day Care **5 0 5**

This course is designed as a student "in-put" course, efforts are concentrated toward the relationship between the early childhood courses taken and the

actual working situation. Students enrolled in this course have the option of selecting time for study toward state day care boards.

Prerequisite: T-ENG 217 & T-EDU 226

T-ENG 218 Early Childhood Experiences in Language Arts 3 0 3

Designed to introduce the student to various methods that may be used to encourage young children in their discovery of the language arts. Students must learn to recognize the potential of the young child in order to adequately plan developmental skills.

Prerequisite: None

T-SOC 104 Family: A Cross-Culture Survey 3 0 3

Study of the family as a social unit with focus on the composition of the family as dictated by differing societies. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society.

Prerequisite: None

T-PSY 121 Exceptional Children 3 0 3

This course is designed to introduce students to the guidelines and objectives basic to educating pre-school and K-3 exceptional children. Emphasis is placed on the range of exceptionalness in children and early identification of specific learning disabilities.

Prerequisite: None

T-BUS 102 Typewriting I 3 0 3

An introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence.

Prerequisite: None

T-SOC 105 Marriage and Family 3 0 3

Study of the family as a social unit, with primary focus on the influences of family relationships during infancy and childhood. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society.

Prerequisite: None

EXECUTIVE SECRETARIAL SCIENCE

The demand for better qualified secretaries to work with professional persons continues to increase. These curricula are designed to produce individuals who will be well-versed in the accepted procedures they will en-

counter on the job.

The graduate of the Executive Secretary program can expect employment as a stenographer or secretary in organizations such as insurance companies, banks, industrial plants, and state government.

The student in the secretarial curriculum will receive instruction in typing, beginning with an introduction to the touch typewriting system. Instruction emphasizes the development of individual production rates. The students learn the techniques needed in planning typing projects that closely approximate the work appropriate to their major field of study.

Each student must take courses in dictation beginning with a course in the theory and practice of reading and writing shorthand. Students who demonstrate proficiency are exempted from the first course.

Office-style dictation with the emphasis on development of speed and accuracy in transcription of material appropriate to the major course of study is the culmination of this phase of the curriculum.

The students also receive instruction in accounting, business, law, personality development, terminology and vocabulary. In addition students take related courses in the field of mathematics, psychology, and English.

Advanced placement is offered for those students who already possesses knowledge and skill required in any given course.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN SECRETARIAL SCIENCE

Required Courses			Class/Lab./Credit		
T-BUS	101	Introduction to Business	5	0	5
T-BUS	102	Typewriting I	2	2	2
T-BUS	103	Typewriting II	2	2	2
T-BUS	104	Typewriting III	2	2	2
T-BUS	105	Typewriting IV	2	2	2
T-BUS	106	Shorthand I	2	2	2
T-BUS	107	Shorthand II	2	3	3
T-BUS	108	Shorthand III	2	3	4
T-BUS	109	Dictation & Transcription	2	3	3
T-BUS	110	Business Machines	2	2	3
T-BUS	112	Filing	3	0	3
T-BUS	115	Business Law I	3	0	3
T-BUS	120	Principles of Accounting	5	0	5
T-BUS	206	Business Communications	5	0	5
T-BUS	210	Dictation & Transcription	2	2	3
T-BUS	211	Office Machines	4	0	4
T-BUS	212	Secretarial Procedures	5	0	5
T-BUS	213	Secretarial Practicum	3	3	4
T-ENG	101	Grammar	3	0	3
T-ENG	102	Composition	3	0	3
T-ENC	204	Effective Speaking	3	0	3
T-MAT	102	Metrics	3	0	3
T-MAT	110	Business Math	5	0	5
T-ECO	102	Economics I	5	0	5

T-PSY	206	Introduction to Psychology	3	0	3

Approved Electives

			Class/Lab./Credit		
T-BUS	116	Business Law II	3	0	3
T-BUS	123	Business Finance	3	0	3
T-BUS	247	Business Insurance	3	0	3
T-BUS	239	Marketing	5	0	5
T-BUS	272	Principles of Supervision	3	0	3
T-EDP	104	Introduction to Data Processing	3	0	3

Other electives may be selected from other degree programs with prior approval from the appropriate advisors.

Required Quarter Hours Credit	62
Elective Quarter Hours Credit	34
Total Required Hours for Associate Degree in Secretarial Science	96

Course Descriptions

T-ENG 101 Grammar 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

T-ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in all types of composition. The student will have the experience of writing many types of expository themes as well as a fully researched and documented term paper.

Prerequisite: T-ENG 101

T-ENG 204 Effective Speaking 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention is given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101

T-PSY 206 Introduction to Psychology 3 0 3

A basic course presenting a study of behavior in terms of perception, motivation, learning, heredity, environment, and emotion. The student is introduced to different areas and specializations within the field of psychology.

Prerequisite: None

T-MAT 102 Metrics 3 0 3

This will be a thorough study of the metric system. All of the various symbols and terms as well as weights, sizes, and measurements will be taught.

Prerequisite: None

T-BUS 106 Shorthand I 2 2 3

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

Prerequisite: None

T-BUS 107 Shorthand II 2 3 3

Continues the study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: T-BUS 106 & 102

T-BUS 108 Shorthand III 2 3 3

Theory and speed-building. Introduction to office-style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: T-BUS 106 & 107

T-BUS 109 Dictation & Transcription I 2 3 3

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the business office, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed.

Prerequisite: T-BUS 106, 107, 108, & 109

T-BUS 210 Dictation & Transcription II 2 2 3

Further practice and development of the skill of taking dictation and of transcribing at the typewriter materials appropriate to the business office, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed.

Prerequisite: T-BUS 106, 107, 108, & 109

T-BUS 102 Typewriting I 2 2 3

An introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence.

Prerequisite: None

T-BUS 103 Typewriting II 2 2 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 102 or the equivalent
(Speed requirement: 25 words per minute for three minutes)

T-BUS 104 Typewriting III 2 2 3

Emphasis on production typing problems and speedbuilding. Attention to the development of the student's ability to function as an expert typist, pro-

ducing mailable copies. The production units are tabulation, manuscripts, correspondence and business forms.

Prerequisite: T-BUS 103 or the equivalent
(Speed requirement: 35 words per minute for five minutes)

T-BUS 213 Secretarial Practicum **3 3 4**

Designed to provide work experience in a simulated office environment.

Prerequisite: All Other Secretarial Requirements.

T-BUS 101 Introduction to Business **5 0 5**

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

Prerequisite: None

T-MAT 110 Business Math **5 0 5**

This course stresses the fundamental operations and their applications to business problems. Topics covered include bank and sales records, price marketing interest and discount commissions, percentages in business, financial charges, depreciation, and pertinent uses of mathematics in the field of business.

Prerequisite: None

T-ECO 102 Economics I **5 0 5**

An introductory survey of fundamental economic principles. Topics include the market system, supply and demand, cost benefit analysis, money and banking, fiscal and monetary policy, production and distribution of national income.

Prerequisite: None

T-BUS 206 Business Communications **5 0 5**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters, business reports, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: T-BUS 102 & T-ENG 101

T-BUS 110 Business Machines **2 2 3**

A general survey of the business machines. Students will receive training in the operation of the ten-key adding machine, full-key adding machines, ten-key printing calculator, and electronic calculator.

Prerequisite: T-MAT 110 or proficiency test in math.

T-BUS 120 Principles of Accounting **5 0 5**

This course has as its purpose the development of the principles, techniques and an understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises will include practical application to the principles learned.

Prerequisite: T-MAT 110

T-BUS 115 Business Law I 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None

T-BUS 211 Office Machines 4 0 4

Instruction in the operation of the bookkeeping-accounting machines, duplicating and reproducing equipment, and dictating and transcribing machines.

Prerequisite: T-BUS 102

T-BUS 112 Filing 3 0 3

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Emphasis is placed on alphabetic, geographic, numeric, and subject filing.

Prerequisite: None

T-BUS 212 Secretarial Procedures 5 0 5

Designed to acquaint the student with the responsibilities encountered by a secretary during the workday. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: All other Secretarial Requirements

T-BUS 105 Typewriting IV 2 2 3

This is an advanced course with emphasis on production typing problems and speedbuilding. Particular attention is given to the development of the student's ability to function as an expert typist, producing mailable copies.

Prerequisite: T-BUS 104 or the equivalent (Speed requirement. 50 words per minute for five minutes)

T-BUS 272 Principles of Supervision 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the roles of the supervisor. Methods of supervision are stressed.

Prerequisite: T-BUS 101

T-BUS 123 Business Finance 3 0 3

Financing of business units, as individual, partnership, corporation, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

Prerequisite: T-BUS 101

T-BUS 116 Business Law II 3 0 3

A continuation of Business Law I.

Prerequisite: T-BUS 115

T-BUS 247 Business Insurance 3 0 3

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

Prerequisite: None

T-BUS 239 Marketing 5 0 5

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None

T-EDP 104 Introduction to Data Processing 3 0 3

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems.

Prerequisite: None

AIR CONDITIONING AND REFRIGERATION

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable service people in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service person is employable in areas of sales, maintenance, installation and in the growing fields of trucks and trailer refrigeration.

Required Courses		Class Hrs.	Shop Hrs.	Credit Hrs.	Contact Hrs.
AHR 1121	Air Conditioning and Refrigeration I	15	12	19	297
AHR 1122	Air Conditioning and Refrigeration II	10	17	15	297
AHR 1123	Air Conditioning and Refrigeration III	5	22	12	297
AHR 1124	Air Conditioning and Refrigeration IV	5	22	12	297
ENG 1102	Communication Skills	3	0	3	33

Total Credit Hours Required For Graduation 61
Total Contact Hours In Program. 1221

Course Descriptions

FIRST QUARTER

AHR 1121 Air Conditioning and Refrigeration I **15 12 19**

Included in this course will be a study of the principles of refrigeration, air conditioning, and mechanical blueprint reading. In refrigeration and air conditioning, the terminology, the use and care of tools and equipment,

and the identification and the function of the basic component parts of the systems will be looked at. Other topics will include the basic laws of refrigeration, the characteristics and comparison of the various refrigerants, along with the use and construction of valves, fittings, and basic controls. In the area of mechanical blueprint reading, the interpretation and reading of the blueprints along with the study of the lines, the views, and the dimensioning procedures will be studied.

Prerequisite: None

SECOND QUARTER

AHR 1122 Air Conditioning and Refrigeration II 10 17 15

This course will include the study of applied electricity, automatic controls, and blueprint reading for air conditioning. In the area of applied electricity the study will be of the use and care of test instruments and equipment that are used in servicing electrical apparatus for air conditioning, heating, and refrigeration equipment will be studied. In the area of automatic controls, the types of controls and their functions in the air conditioning system will be studied. The controls to be included in this tudy will be electric and pneumatic controls for domestic and commercial cooling and heating, zone controls, unit heater and ventilator controls, and radiant panel controls. The blueprint reading for air conditioning segment will place emphasis on the reading of blueprints that are common to the air conditioning trade.

Prerequisite: AHR 1121

THIRD QUARTER

AHR 1123 Air Conditioning & Refrigeration III 5 22 12

This course will include the study of domestic and commercial refrigeration. Domestic refrigeration servicing of conventional, hermetic, and absorption systems will be studied. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturer's catalogue in sizing and matching system components and a study of controls, refrigerants, and servicing methods are made. The American Standard Safety Code for refrigeration is studied, and its principles practiced.

Prerequisite: AHR 1121, AHR 1122

FOURTH QUARTER

AHR 1124 Air Conditioning & Refrigeration IV 5 22 12

The modern all-year confort systems will be studied during this quarter.

The auxiliary equipment used in conjunction with refrigeration systems to provide both heating and air conditioning for all-year comfort will be studied and set up in the laboratory. Included will be oil-fired systems, gas-fired systems, water-circulating systems, and electric resistance systems. The installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in this study.

Prerequisite: AHR 1121, AHR 1122, AHR 1123

Special Note on Related Courses

Air Conditioning and Refrigeration students will be required to take a course in Communications Skills before they are eligible for graduation. Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Air Conditioning and Refrigeration may take courses in Beginning Typing, Small Business Operations, Business Law, Small Business Taxes, The Metric System, and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take these courses at their convenince.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

AUTO BODY REPAIR

The field of automotive body repair and painting needs may more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on the job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

REQUIRED COURSES

		Class Hrs.	Shop Hrs.	Credit Hrs.	Contact Hrs.
AUT 1111	Auto Body Repair I	5	22	12	297
AUT 1112	Auto Body Repair II	5	22	12	297
AUT 1113	Auto Body Repair III	5	22	12	297

AUT 1114	Auto Body Repair IV	5	22	12	297
ENG 1102	Communication Skills	3	0	3	33

Total Credit Hours Required For Graduation 51
Total Contact Hours In Program. 1221

COURSE DESCRIPTION

FIRST QUARTER

AUT IIII Auto Body Repair I **5 22 12**

Auto Body Repair I includes a thorough study of the forming of steel into the complex contours of the present day vehicle. Additonally, the student is exposed to the straightening and aligning of damaged areas. The student will also be introduced to the basic principles of welding during this quarter.

Prerequisite: None

SECOND QUARTER

AUT 1112 Auto Body Repair II **5 22 12**

Auto Body Repair II will be a thorough study of the requirements for a metal worker. The use of essential tools, the forming of flanges and beads, and the straightening of typical auto body damage will be included. The student should begin to acquire skills such as the shaping of angles of the body and fenders, metal working and painting. There will be continued practices in automotive welding skills.

Prerequisite: AUT 1111

THIRD QUARTER

AUT 1113 Auto Body Repair III **5 22 12**

This course will include a thorough study of metal finishing and painting as well as trim, glass, and radiator repair. The use and application of power tools along with the complete vehicle painting process will be included in this quarter. The student will be exposed to the methods of removing and installing interior trim, as well as glass removal, cutting, fitting, and installations. The cooling system of an automobile with particular emphasis on the radiator will also be studied.

Prerequisites: AUT 1111, AUT 1112

FOURTH QUARTER

AUT 1114 Auto Body Repair IV **5 22 12**

This course will include instruction in the alignment of the automotive frame as well as the front end suspension system. The student will also

be exposed to all phases of automotive body repair training during this quarter. This training will include repair order writing, parts purchasing, the estimating of damage, as well as all phases of general automotive body repair and refinishing.

Prerequisities: AUT 1111, AUT 1112, AUT 1113

Speical Note on Related Courses

Automotive Body Repair students will be required to take a course in Communications Skills before they are eligible for graduation. Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Auto Body Repair may take courses in Beginning Typing, Small Business Operations, Business Law, Small Business Taxes, the Metric System, and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take these courses at their convenience.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

AUTOMOTIVE MECHANICS

The Automotive Mechanics Program of studies prepares students for entry employment as automotive mechanics. The program emphasizes practical shop experience to develop mechanical and technical skills. Related technical instruction covers the functional principles and operational characteristics of the components of a modern automobile.

Instructional units are devoted to automotive fundamentals, engines, automotive electrical and fuel systems, automotive chassis and power train units, automotive air-conditioning, chassis and suspension systems, and general repair and servicing practices. Successful completion of the program allows individuals to enter the following occupational fields: Auto Mechanic; Parts Manager; Truck Mechanic; Maintenance Service; Dealer Service Manager; Factory Representative; and Sales Technician.

Each student may choose the training program desired. The options are: (1) One Year Diploma Program – 4 quarters; (2) Two Year Diploma Program– 8 quarters.

REQUIRED COURSES

		Class	Shop	Credit	Contact
AUT 1101	Automotive Mechanics I	5	22	12	297
AUT 1102	Automotive Mechanics II	5	22	12	297
AUT 1103	Automotive Mechanics III	5	22	12	297
AUT 1104	Automotive Mechanics IV	5	22	12	297
ENG 1102	Communication Skills	3	0	3	33

Total Credit Hours Required For Graduation 51
(One Year Diploma Program)
Total Contact Hours in Program. 1221

TWO YEAR OPTION: Completion of One Year Diploma Program Plus

AUT 1105	Automotive Mechanics V	5	22	12	297
AUT 1106	Automotive Mechanics VI	5	22	12	297
AUT 1107	Automotive Mechanics VII	5	22	12	297
AUT 1108	Automotive Mechanics VIII	5	22	12	297

Total Credit Hours Required For Graduation 99
Total Contact Hours In Program. 2409

COURSE DESCRIPTIONS

FIRST QUARTER

AUT 1101 Automotive Mechanics I **5 22 12**

This course will emphasize the fundamentals principles of the internal combustion engine. Studies will be made on engine design, engine construction, and engine operation. Emphasis will be placed on how design and construction affect the operation and power production. Mechanic tools and shop safety rules and regulations will be emphasized during this course.

Prerequisite: None

SECOND QUARTER

AUT 1102 Automotive Mechanics II **5 22 12**

This course will be an introduction to the sub-systems of the internal combustion engine. The sub-systems will include the electrical system, the fuel system, and cooling systems. The students should begin to see the very close and necessary relationship that these systems have in the complete operation of the automotive engine.

Prerequisite: AUT 1101

THIRD QUARTER

AUT 1103 Automotive Mechanics III 5 22 12

A study of the automotive power train system will be made during this course. Emphasis will be placed on the various kinds of transmissions, the drive-line, the rear axle, and the differential.

Prerequisite: None

FOURTH QUARTER

AUT 1104 Automotive Mechanics IV 5 22 12

This course will be an introduction to the automotive braking and suspensions systems. The types of brakes, their requirements, and the special tool needs will be studied. Additionally, the automotive chassis and sus pension systems will be looked at with special emphasis placed on shock absorbers, springs, steering systems, steering leakage, and the front-end alignment.

Prerequisite: None

Special Note on Related Courses

Automotive Mechanics students will be required to take a course in Communications Skills before they are eligible for graduation. Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Automotive Mechanics may take courses in Beginning Typing, Small Business Operations, Business Law, Small Business Taxes, the Metric System, and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take these courses at their convenience.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

FIFTH QUARTER

AUT 1105 Automotive Mechanics V 5 22 12

This course will be a comprehensive study of the performance requirements and the diagnostic testing of the automotive engine and the related systems that make up the power base in the automobile. Also included will be the operation of engine testing equipment and of the machining processes.

Prerequisite: AUT 1101

SIXTH QUARTER

AUT 1106 Automotive Mechanics VI 5 22 12

This course will provide an in-depth study of all components in the power train. Testing and rebuilding of the power train will be emphasized during this quarter.

Prerequisite: AUT 1103

SEVENTH QUARTER

AUT 1107 Automotive Mechanics VII **5 22 12**

Testing and rebuilding of all units of the automotive braking and suspension systems will be included in this course. Special emphasis will be placed on wheel alignment and the machining processes involved in repairing brakes.

Prerequisite: AUT 1104

EIGHTH QUARTER

AUT 1108 Automotive Mechanics VIII **5 22 12**

This course is designed to acquaint the student with the day-to-day operational processes of the automotive shop. Job estimating, parts purchasing, and proper customer relations will be emphasized. North Carolina Inspection Laws and shop safety regulations will be taught in this course. The student will also be provided the opportunity to practice his previous training experiences in this curriculum.

Prerequisite: Completion of all other automotive courses.

ELECTRICAL INSTALLATION AND MAINTENANCE

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. It is expected that the total requirements for electrical tradesmen will reach 800,000 by 1980. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the elctrical trades. A large portion of the program is devoted to instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, and to assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. The graduate will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and plyphase alternating circuits. He/she will have a basic knowledge of motor and motor control systems, industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.

REQUIRED COURSES		Class Hrs.	Shop Hrs.	Credit Hrs.	Contact Hrs.
ELC 1122	Electrical Installation & Maintenance	5	22	12	297
ELC 1123	Electrical Installation & Maintenance	5	22	12	297
ELC 1124	Electrical Installation & Maintenance	5	22	12	297
ELC 1125	Electrical Installation & Maintenance	5	22	12	297
ENG 1101	Communication Skills	3	0	3	33

Total Credit Hours Required For Graduation 51
Total Contact Hours In Program. 1221

FIRST QUARTER

ELC 1122 Electrical Installation & Maintenance I **5 22 12**

This course will provide basic background information on electricity for the student. The production of electricity, its many uses, and the necessary precautions when dealing with electricity will be emphasized. The fundamentals of blueprint reading, planning, layout, and installation of wiring in houses will also be covered.

Prerequisite: None

SECOND QUARTER

ELC 1123 Electrical Installation & Maintenance II **5 22 12**

This course will continue the emphasis on residential wiring. Such things as services, switch-boards, lighting, fusing, wire sizes, branch circuits, conduits, and the National Electrical Code Regulations will be studied. During this quarter the student will be provided the opportunity to install wiring in a residence. This will be actual live project experience.

Prerequisite: ELC 1122 or prior electrical experience

THIRD QUARTER

ELC 1124 Electrical Installation & Maintenance III **5 22 12**

This course will be an in-depth study of industrial motors and controls. Included will be single and polyphase alternating current circuit voltages, currents, power measurements, and industrial motors. Instruction will also be provided in the use of electrical test instruments in circuit analysis. The basic concepts of alternating and direct current machines as well as the study of thermostats and/or sequencing switches will be introduced.

Prerequisite: ELC 1123

FOURTH QUARTER

ELC 1125 Electrical Installation & Maintenance IV 5 22 12

This course will include the study of commercial and industrial wiring. Included will be commercial and industrial layout, planning, and installation systems. Emphasis will be placed on commercial blueprint reading and symbols, as well as the related national electrical codes. Actual live project experiences will be provided the student in wiring, conduit preparation, and installation of simple commercial systems.

Prerequisite: ELC 1122, ELC 1123, ELC 1124

Special Note on Related Courses

Electrical Installation & Maintenance students will be required to take a course in Communications Skills before they are eligible for graduation. Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Electrical Installation & Maintenance may take courses in Beginning Typing, Small Business Operations, Business Law, Small Business Taxes, the Metric System, and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take these courses at their convenience.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

LIGHT CONSTRUCTION

Our world population is growing continuously. The construction industry is hard pressed to meet the needs of this rapidly expanding population.

The Light Construction student is exposed to the various aspects of basic construction. General Masonry is approached so that the graduate will have an understanding of the various uses of masonry in construction from the ground up.

Carpentry is covered thoroughly from rough framing to cabinet making and trim work. A well equipped woodworking shop is provided so that students gain experience with a wide range of woodworking machinery.

Electrical and mechanical installations are covered so that students are made aware of the problems of several trades working together to build a finished structure.

REQUIRED COURSES

	Class Hours	Shop Hours	Credit Hours	Contact Hours
CONS 1001 Light Construction I	5	22	12	297
CONS 1002 Light Construction II	5	22	12	297
CONS 1003 Light Construction III	5	22	12	297
CONS 1004 Light Construction IV	5	22	12	297
ENG 1102 Communication Skilis	3	0	3	33

Total Credit Hours Required For Graduation 51
Total Contact Hours In Program. 1221

COURSE DESCRIPTION

Class/Shop/Credit

FIRST QUARTER

CONS 1001 Light Construction I **5 22 12**

First quarter information on Light Construction will include instruction in general masonry, introduction to hand tools, and blueprint reading and sketching. The student will use and have actual experience in each of these areas.

Prerequisite: None

SECOND QUARTER

CONS 1002 Light Construction II **5 22 12**

This course will include experience with all power hand tools and shop equipment. All woodworking techniques, basic cabinet construction, blueprint reading will be included. Actual construction experiences will will be provided during this quarter.

Prerequisite: CONS 1001 or prior experience

THIRD QUARTER

CONS 1003 Light Construction III **5 22 12**

This course will provide an in-depth study of the processes of construction framing, sheathing, and insulation. The processes involved in estimating, in drawing up specifications and in actual construction contracts will be studied. Actual live project experiences will be provided the student during this time.

Prerequisite: CONS 1002

FOURTH QUARTER

CONS 1004 Light Construction IV 5 22 12

Included in this course will be a session on advanced framing, along with basic stair construction. Also included will be extensive experience in exterior and interior trim work. By the end of this quarter, the student should have extensive experience in all light construction processes.

Prerequisite: CONS 1002, CONS 1003

Special Note on Related Courses

Light Construction students will be required to take a course in Communications Skills before they are eligible for graduation. Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Light Construction may take courses in Beginning Typing, Small Business Operations, Business Law, Small Business Taxes, the Metric System, and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take courses at their convenience.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

LICENSED PRACTICAL NURSE

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand in increased number of well-trained personnel for health services. Realizing this need, the State Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education in local systems, community colleges, technical institutes and in industrial education centers throughout the state.

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examination.

Throughout the one-year program the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and in skills related to nursing practice, communications, interpersonal relations, and use of good judgement. Evaluation of student performance consists of tests on all phases of course content, evaluation of adjustment to the responsibilities of nursing. A passing score of 80 is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examination given by the North Carolina Board of Nursing. This examination is given twice each year, usually in the spring and fall. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse". The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situations, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understandings of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every requirements of nursing ethics and hospital policies.

REQUIRED COURSES

FIRST QUARTER			Class/Lab./Credit/Contact			
PNE	1101	Anatomy	5	0	5	55
NUT	1101	Nutrition	5	0	5	55
NUR	1101	Basic Nursing (Microbiology)	3	0	3	33
PSY	1114	Psychology	5	0	5	55
MAT	1119	Math	2	0	2	22
NUR	1102	Lab	0	10	3	110
			20	10	23	330
SECOND QUARTER						
NUR	1106	L.P.N. Clinical Lab	4	12	8	176

PNE	1102	Pediatrics	3	0	3	33
PNE	1105	Medical-Surgical Nursing	3	0	3	33
PNE	1108	Obstretics	3	0	3	33
PNE	1111	Pharmacology	3	0	3	33
NUR	1103	Lab	0	6	2	66
			16	18	22	374

THIRD QUARTER

NUR	1107	L.P.N. Clinical Lab	6	18	12	264
PNE	1103	Pediatrics	2	0	2	22
PNE	1106	Medical-Surgical Nursing	2	0	2	22
PNE	1109	Obstretics	2	0	2	22
PNE	1112	Pharmacology	2	0	2	22
NUR	1104	Lab	0	4	1	44
			14	22	21	396

FOURTH QUARTER

NUR	1108	LPN Clinical Lab	6	18	12	264
PNE	1104	Pediatrics	2	0	2	22
PNE	1107	Medical-Surgical Nursing	2	0	2	22
PNE	1110	Obstretics	2	0	2	22
PNE	1113	Pharmacology	2	0	2	22
PNE	1114	Geriatrics - Legal Aspects	2	0	2	22
NUR	1105	Lab	0	2	0	22
			16	20	23	396

Course Descriptions

FIRST QUARTER

PNE 1101 Anatomy 5 0 5

A study of the structure of the human body, including a discussion of the body's main structural units and the interworking relationship between systems.

NUT 1101 Nutrition 5 0 5

A study of how the body takes in and uses food for growth and development and the maintenance of good health concluding with a section on diet therapy during disease.

NUR 1101 Basic Nursing – Microbiology 3 0 3

Includes a history of nursing, personal health and hygiene, introduction to ethics and legal aspects of nursing, and causes and prevention of disease.

PSY 1114 Psychology 5 0 5

Emphasizes individual, family, and community physical and mental health and assists students in developing attitudes basic to effective nursing of

patients of all ages and backgrounds.

MAT 1119 Math 2 0 2

This course includes a review of basic principles of mathematics with an introduction to new principles necessary for pharmacology.

NUR 1102 Lab 0 10 3

An introduction to the basic fundamentals and procedures of nursing developed through planned laboratory experiences.

SECOND QUARTER

NUR 1106 L.P.N. Clinical Lab 4 12 8

Clinical activites provide introduction to actual patient care through selected clinical assignments requiring application to current classroom and laboratory learnings.

PNE 1102 Pediatrics 3 0 3

An introduction to care of the sick child including discussions of the most common illness conditions and growth and development of the child.

PNE 1105 Medical-Surgical Nursing 3 0 3

An introduction to common medical-surgical condition including infection control, rehabilitation, and pre-operative and post-operative care.

PNE 1108 Obstetrics 3 0 3

An introduction to maternity nursing, including pre-natal care and anatomy and physiology of the reproductive system.

PNE 1111 Pharmacology 3 0 3

This course includes an introdcution to the basic fundamentals of pharmacology, administration of medications and legal aspects.

NUR 1103 Lab 0 6 2

This course is a continuation of NUR 1102 including more complex nursing skills and techniques.

THIRD QUARTER

NUR 1107 L.P.N. Clinical Lab 6 18 12

A continuation of second quarter, including more complex situations of patient care and two weeks of nursing home experience. Also includes administration of medications to patients.

PNE 1103 Pediatrics 2 0 2

A continuation of care of the sick child in the hospital setting and an introduction to common pediatric procedures.

PNE 1106 Medical-Surgical Nursing 2 0 2

A study of each system of the body and the diseases and disorders which

affect each system.

PNE 1109 Obstetrics **2 0 2**

This course includes labor and delivery and common complications, and care of the newborn infant.

PNE 1112 Pharmacology **2 0 2**

Drugs are introduced in relation to systems of the body they affect and conditions they are given for.

NUR 1104 Lab **0 4 1**

Activities are planned to assist students in gaining knowledge of needs of patients who are seriously ill and plan effective nursing care.

FOURTH QUARTER

NUR 1108 L.P.N. Clinical Lab **6 18 12**

Clinical assignments include care of the seriously ill patient, the operating room, recovery room and cardiac units.

PNE 1104 Pediatrics **2 0 2**

A discussion of diseases and disorders of the child related to body systems which they affect.

PNE 1107 Medical-Surgical Nursing **2 0 2**

A continuation of the study of body systems and diseases and disorders, communicable diseases and emergency, disaster, and first aid care.

PNE 1110 Obstetrics **2 0 2**

A continuation of the study of drugs related to body system and illness conditons.

PNE 1114 Geriatrics – Legal Aspects **2 0 2**

An introduction to common problems and illness conditions of the elderly, reviews nursing laws and discusses job applications and resignations.

NUR 1105 Lab **0 2 0**

To develop beginning skills in assisting the registered nurse or physical and to make the transition to the role of graduate practical nurse.

POTTERY PRODUCTION

The curriculum consists of four quarters that cover the basic and advanced techniques of throwing, glaze calculation, marketing, and kiln building. The class enrollment is limited to insure individualized instruction. Each year, special projects and guest craftsmen are introduced to enlighten students in

new ideas and technical developments in clay. There is a spacious classroom area. The equipment consists of shimpo and Lockerbie wheels, electric kilns, stoneware, raku, and a salt kiln.

REQUIRED COURSES

		Class	Shop	Credit	Contact
CER 1001	Pottery I	5	25	12	330
CER 1002	Pottery II	5	35	16	440
CER 1003	Pottery III	5	32	15	407
CER 1004	Pottery IV	5	35	16	440
ENG 1102	Communication Skills	3	0	3	33

Total Credit Hours Required For Graduation 62
Total Contact Hours In Program. 1650

COURSE DESCRIPTIONS

FIRST QUARTER

CER 1001 Pottery I — 5 25 12

This course will include the fundamentals of the preparation and use of clay. Methods of fabrication from hand building to wheel-thrown ware will be included. The processes of stacking and firing the electric kiln as well as the exploring of different glazing and decorative techniques will be studied.

Prerequisite: None

SECOND QUARTER

CER 1002 Pottery II — 5 35 16

The student will be exposed to intensive work on individual clay bodies and slip glazes. Production of advanced wheel-thrown forms including sets of wares, lidded pieces, and tea pots will be studied. Special emphasis will be placed on harmonious fusion of form, design, and glazing techniques. An in-depth study of low fire kilns and glazes with emphasis placed on Raku will be made.

Prerequisite: CER 1001 or prior experience

THIRD QUARTER

CER 1003 Pottery III — 5 32 15

This course will include instruction in the problems involved in the care and maintenance of equipment. Additionally a summary of high fire kilns and fuels will be made. Also studied will be the sources for the supply of the pottery materials as well as the development of clay bodies and glazes

for specific purposes. Much emphasis will be placed on individual projects during this quarter.

Prerequisite: CER 1002

FOURTH QUARTER

CER 1004 Pottery IV 5 35 16

This course will include concentrated instruction in high and low fire glaze formulation. Also included will be the actual participation in the construction of a kiln. The individual will continue working on his own projects as well as studying marketing and sales techniques. Before graduation, each student will formally present their work at any show of their choice.

Prerequisites: CER 1002, CER 1003

Special Note on Related Courses

Pottery Production students will be required to take a course in Communications Skills before they are eligible for graduation. It is suggested that the student take the communications skills requirement during the third quarter – three (3) hours per week time has been provided for this purpose. Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Pottery Production may take courses in Beginning Typing, Small Business Operations, Business Law, Small Business Taxes, the Metric System, and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take courses at their convenience.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

RADIO AND TELEVISION SERVICING

This program at MTI offers training in the knowledge and skills you need for installation, maintenance and servicing of radios, televisions and sound amplifier systems.

Students will learn electronic principles and service techniques by actual practice in a laboratory.

The Radio & Television Servicing Program will prepare the student to establish his/her own business maintain an inventory and meet the public in the repair shop and on service calls.

REQUIRED COURSES

		Class	Shop	Credit	Contact
ELN 1126	Radio & Television Servicing I	5	22	12	297
ELN 1127	Radio & Television Servicing II	5	22	12	297
ELN 1128	Radio & Television Servicing III	5	22	12	297
ELN 1129	Radio & Television Servicing IV	5	22	12	297
ENG 1102	Communication Skills	3	0	3	33

Total Credit Hours Required For Graduation 51
Total Contact Hours In Program. 1221

COURSE DESCRIPTIONS

FIRST QUARTER

ELN 1126 Radio & Television Servicing I **5 22 12**

In this quarter the student will be taught the principles of electron flow in both series and parallel circuits. Additionally, he will sutdy the fundamental concepts of alternating and direct current circuit analysis as is applied to Radio & TV Servicing. To understand the operation of the system and in order to make certain repairs, the student must be able to make certain mathematical computations. Because of this, the student will be taught the necessary mathematical skills during this quarter.

Prerequisite: None

SECOND QUARTER

ELN 1127 Radio & Television Servicing II **5 22 12**

During this quarter instruction will include transistor theory, operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits. Principles of radio reception and practices of servicing techniques on AM and FM receivers will be included.

Prerequisite: ELN 1126 or prior experience.

THIRD QUARTER

ELN 1128 Radio & Television Servicing III **5 22 12**

This quarter will include a continuation of transistor theory. The processes involved in radio trouble-shooting will also be taught during this time. Instruction in the techniques of trouble-shooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope wave form analysis will be used in the adjustment, trouble-shooting, and repair of the television circuit.

Prerequisite: ELN 1127

FOURTH QUARTER

ELN 1129 Radio & Television Servicing IV **5 22 12**

This course is a broad servicing course including trouble-shooting, radios, televisions, record players, sound systems, and other electronic communication devices. The major emphasis, however, will be placed on studying color television principles and theories. The service and repair of color television sets will be included for laboratory work.

Prerequisite: ELN 1127, ELN 1128

Special Note on Related Courses

Radio & Television Servicing students will be required to take a course in Communications Skills before they are eligible for graduation. Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Radio & Television Servicing may take courses in Beginning Typing, Small Business Operation, Business Law, Small Business Taxes, the Metric System, and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take these courses at their convenience.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

SMALL ENGINES AND EQUIPMENT REPAIR

The program in Small Engines and Equipment Repair will study the theory and operating principles of small engines as well as servicing and repairing single and multicycle engines.

Upon completion of this curriculum, graduates may find employment in the area of sales, service, distribution, installation and maintenance.

The knowledge and use of practical skills will be explored in these various engines: lawn mowers, tractors, boat motors, mini-bikes and motorcycles.

REQUIRED COURSES		Class/Shop/Credit/Contact			
PME 1101	Small Engines & Equipment Repair I	5	22	12	297
PME 1102	Small Engines & Equipment Repair II	5	22	12	297
PME 1103	Small Engines & Equipment Repair III	5	22	12	297
PME 1104	Small Engines & Equipment Repair IV	5	22	12	297
ENG 1102	Communication Skills	3	0	3	33

Total Credit Hours Required For Graduation 51
Total Contact Hours In Program. 1221

FIRST QUARTER

PME 1101 Small Engines & Equipment Repair I 5 22 12

This course will be a detailed study of the single cylinder, air-cooled engine. This study will include the engine systems for ignition, fueling, cooling, lubrication, and how they are coordinated. Also included will be both two-cycle and four-cycle engines. The specific application of these engines to lawn mowers, garden tractors, and motor cycles will be taught. Exposure to the necessary welding processes will also be included during this quarter.

Prerequisite: None

SECOND QUARTER

PME 1102 Small Engines & Equipment Repair II 5 22 12

The basic principles and theories studied in PME 1101 will be put into practice during this quarter. The theory is applied to the processes of mechanical disassembly, systematic diagnosis of problems, and recognition of defective parts as well as routine servicing. Special attention is given to the cranking and charging systems that are unique to small engines in which the starter also serves as the generator.

Prerequisite: PME 1101 or prior experience

THIRD QUARTER

PME 1103 Small Engines & Equipment Repair III 5 22 12

This course will introduce the students to the drives, brakes, and suspension systems that are unique to riding lawn mowers and garden tractors. A complete study will be stressed. Hydraulic systems as they are used in lawn mowers and garden tractors will be studied in theory and practice during this quarter.

Prerequisite: None

FOURTH QUARTER

PME 1104 Small Engines & Equipment Repair IV 5 22 12

This quarter will include a study of both motorcycle mechanics and outboard engines. Included will be motorcycles, motor scooters, mini-bikes, as well as the various kinds of marine engines. Practical application will be an integral part of this course.

Prerequisite: PME 1101, PME 1102

Special Note on Related Course

Small Engines & Equipment Repair students will be required to take a course in Communications Skills before they are eligible for graduation.

Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Small Engines & Equipment Repair may take courses in Beginning Typing, Small Business Operations, Business Law, Small Business Taxes, the Metric System, and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take these courses at their convenience.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

TAXIDERMY

The Taxidermy program is designed to present the students with the skills that are necessary for them to become a competent taxidermist.

During this program, the student will receive instruction and experience in the areas of preparing, stuffing, and mounting birds, fur-bearing animals, and fish. Instruction will also include in-depth study of local, state, and federal game laws as well as general ecology and the preservation of species.

Students who receive the diploma in Taxidermy will be able to operate their own business or work for other taxidermists.

REQUIRED COURSES

		Class	Shop	Credit	Contact
TXY 1101	Taxidermy I	10	17	15	297
TXY 1102	Taxidermy II	10	17	15	297
TXY 1103	Taxidermy III	10	17	15	297
TXY 1104	Taxidermy IV	5	22	12	297
ENG 1102	Communication Skills	3	0	3	33

Total Credit Hours Required For Graduation 60
Total Contact Hours In Program. 1221

COURSE DESCRIPTIONS

FIRST QUARTER

TXY 1101 Taxidermy I **10 17 15**

This course will concentrate on the bird kingdom with major emphasis

on game birds. Included will be proper measuring techniques, descomposition, and rebuilding of birds into their mounted form with proper coloration. A detailed study of bird identification is included. A study of ecology as well as the game laws that govern the hunting and mounting of fish, fowl, and mammals is made.

Prerequisite: None

SECOND QUARTER

TXY 1102 Taxidermy II 10 17 15

This course will be a detailed study with related laboratory experience in the mounting of fur-bearing game animals. Included will be proper measuring techniques, decomposition, and rebuilding into mounted form and proper coloration. Mammal identification and study is emphasized as well as proven methods in the area of specie preservation.

Prerequisite: None

THIRD QUARTER

TXY 1103 Taxidermy III 10 17 15

This course will concentrate on the fish kingdom with related laboratory experience in the mounting of selected species. Included will be proper measuring techniques, decomposition, and rebuilding of the fish into its mounted form and proper coloration. Time is devoted to fish identification with emphasis placed on species that inhabit North Carolina's inland and coastal waters. Practical art techniques including the mixing and application of paint to animal bodies, making paper mache' bases, and proper construction of wall plaques will be studied.

Prerequisite: None

FOURTH QUARTER

TXY 1104 Taxidermy IV 5 22 12

This course is a general review of the three major areas of taxidermy. The student will also be given the opportunity for individual research and projects related to taxidermy. This final course will also deal with environmental problems of air, water, chemicals, and wastes as related to animals, plants, and birds.

Prerequisite: TXY 1101, TXY 1102, TXY 1103

Special Note on Related Courses

Taxidermy students will be required to take a Course in Communications Skills before they are eligible for graduation. Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Taxidermy may take courses in Beginning Typing, Small Business Operations, Business Law, Small Business Taxes, the Metric System, and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take these courses at their convenience.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

WELDING

Welding is the joining of metals by heating them to the melting point, and allowing the molten portions to fuse or flow together. This four-quarter program consists of thirty hours per week devoted to classroom instruction and shop practice learning to use the basic machines and practicing the joining of metals in the various shapes and positions. Students spend time on oxyacetylene, electric arc, and the shielded arc machines.

After completing this program the student should become employed as a beginning welder such as a tacker or a flat welder. The student may be classified as a beginning apprentice.

REQUIRED COURSES		Class	Shop	Credit	Contact
WLD 1120	Welding I	5	22	12	297
WLD 1121	Welding II	5	22	12	297
WLD 1122	Welding III	5	22	12	297
WLD 1123	Welding IV	5	22	12	297
ENG 1102	Communication Skills	3	0	3	33

Total Credit Hours Required For Graduation. 51
Total Contact Hours In Program. 1221

FIRST QUARTER

WLD 1120 Welding I **5 22 12**

This course will be an introduction into the basic gas welding and cutting. A study will be made of the various kinds of welding equipment as well as the tools and terminology of the trade will be included. The student will be exposed to the welding procedures of braising, fusion, puddle maintenance, running flat bead, and both flat and vertical welding. Safety features involved in the welding process will be strongly emphasized. The necessary background in the mechanical blueprint reading will also be included.

Prerequisite: None

SECOND QUARTER

WLD 1121 Welding II — 5 22 12

Studies will be made of welding heats, polarities, and elctrodes used in joining various metal alloys by the arc welding process. There are 18 different lessons in the electric welding process that the student must master during this course.

Prerequisite: WLD 1120 or prior experience

THIRD QUARTER

WLD 1122 Welding III — 5 22 12

During this course the student will be introduced to the processes of tig heli-arc welding. The process will be covered as it applies to welding on both aluminum and stainless steel. Also during this quarter, machines shop practices will be introduced so that the student can gather some basic skills in this area.

Prerequisite: WLD 1121

FOURTH QUARTER

WLD 1123 Welding IV — 5 22 12

This course will involve extensive practices involved in the welding process. Also studied will be the metal bending processes involved in certification test procedures.

Prerequisite:

Special Note on Related Courses

Welding students will be required to take a course in Communications Skills before they are eligible for graduation. Also, they may be required to take a course in Basic Mathematics if such a need is determined. Additionally, students in Welding may take courses in Beginning Typing, Small Business Operations, Business Law, Small Business Taxes, the Metric and any other course that is taught in our Individualized Instruction Center in which they might have an interest. The students may take these courses at their convenience.

ENG 1102 Communications Skills

Designed to promote effective communication through correct language usage in speaking and writing.

E
Candor
NC #220
Biscoe
Star
NC #220
NC #24-27
Biscoe 7 mi.
MONTGOMERY TECH.
Railroad
Courthouse
TROY
S. Main.
Motel
NC #24-27
Mt. Gilead 12 mi.
Albemarle 20 mi.
Denton 30 mi. NC #109
NC #134
Asheboro 25 mi.
N
S
W

MONTGOMERY TECHNICAL INSTITUTE

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Troy, North Carolina 27371